HELP DOCUMENTATION

FastLane Help System

Prepare a Proposal Forms

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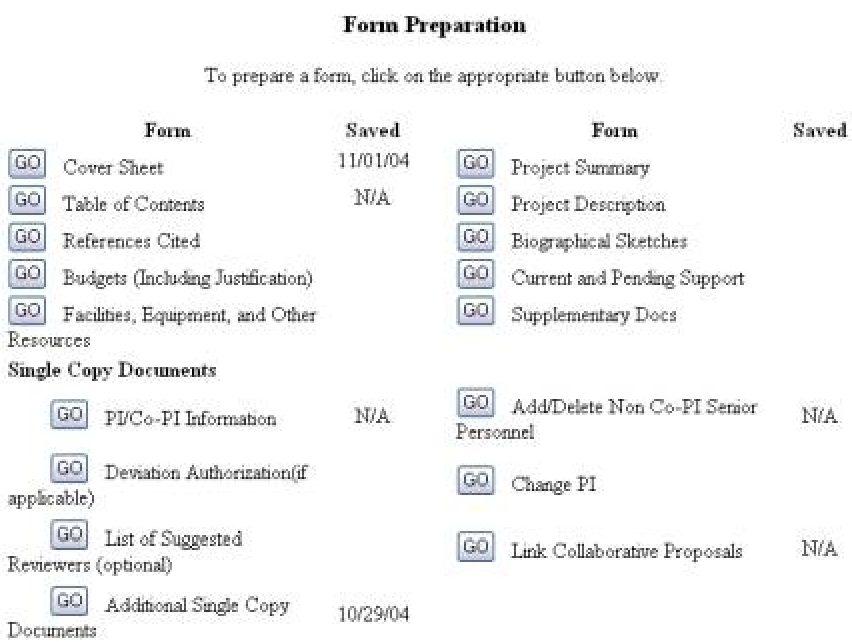
Proposal Forms

Prepare Proposal Forms

.

To complete the forms for a proposal, access the **Form Preparation** screen (Figure 1) (see Create a New Proposal, Edit a Proposal, Create a New Proposal from a Template). The **Form Preparation** screen lists all the proposal forms (click on a link below to see instructions for that form):

- Cover Sheet
- Table of Contents
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form


Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
GO Cover Sheet	11/01/04	GO Project Summary	
GO Table of Contents	N/A	GO Project Description	
GO References Cited		GO Biographical Sketches	
GO Budgets (Including Justification)		GO Current and Pending Support	
GO Facilities, Equipment, and Other Resources		GO Supplementary Docs	
Single Copy Documents			
GO PI/Co-PI Information	N/A	GO Add/Delete Non Co-PI Senior Personnel	N/A
GO Deviation Authorization(if applicable)		GO Change PI	
GO List of Suggested Reviewers (optional)		GO Link Collaborative Proposals	N/A
GO Additional Single Copy Documents	10/29/04		

Figure 1 Form Preparation screen.

Cover Sheet

What Is the Cover Sheet?

There are four major components to the proposal Cover Sheet, and you must complete them in the order that they appear in the **Cover Sheet Components Form** screen, as follows:

1. Awardee and Performing/Research Organization Selection
2. Program Announcement/Solicitation/Program Description No.
3. NSF Unit Consideration
4. Remainder of the Cover Sheet

You may want to print the Cover Sheet to gain a quick overview of its components.

See also:

- Table of Contents
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

Access and Print the Cover Sheet

1. Access the **Form Preparation** screen (Figure 1) (see Create a New Proposal, Edit a Proposal, or Create a New Proposal from a Template).

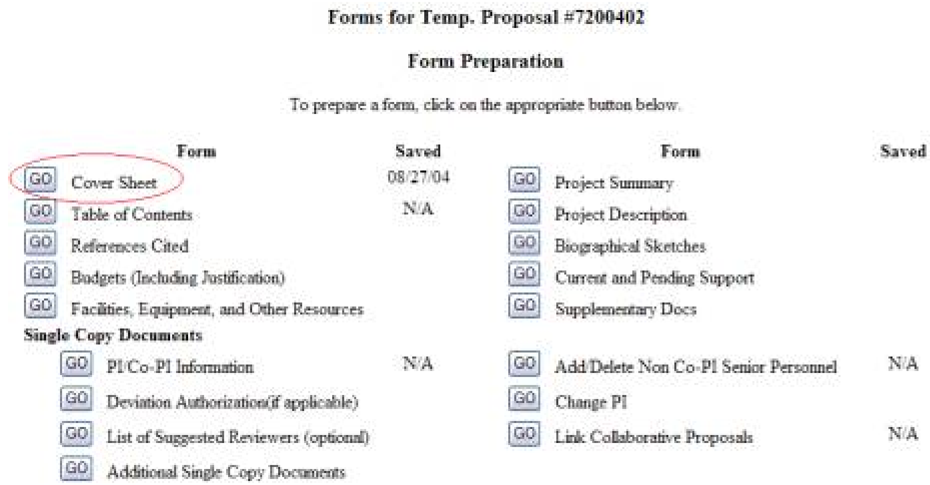


Figure 1 Form Preparation screen. The Go button for the Cover Sheet is circled.

2. Click the **Go** button for Cover Sheet (Figure 1). The **Cover Sheet Components Form** screen displays (Figure 2).

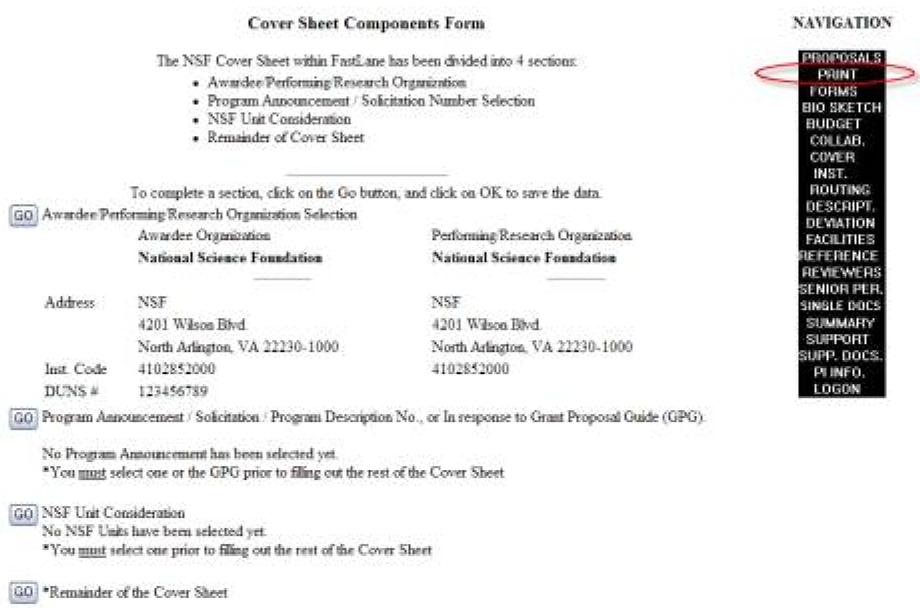


Figure 2 Cover Sheet Components Form screen. The Print link is circled.

3. Click **Print** in the right navigation bar (Figure 2). The **Print Menu** screen (Figure 3) displays.

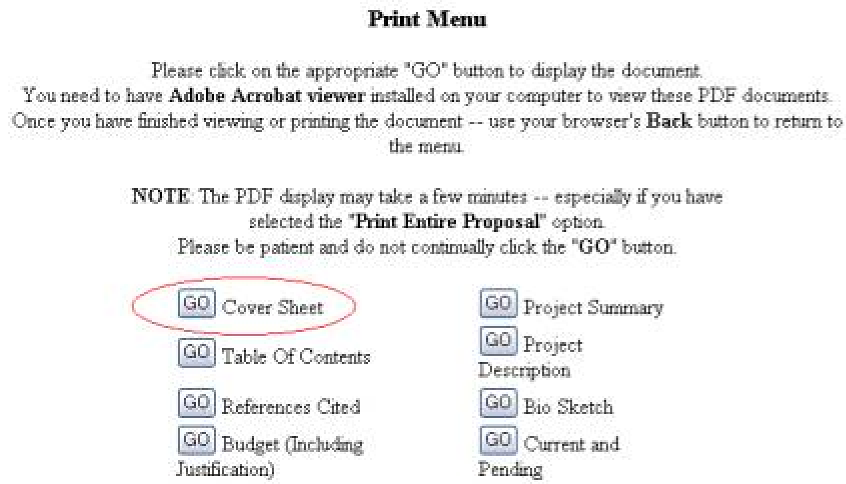


Figure 3 Print Menu screen. The Go button for Cover Sheet is circled.

4. Click the **Go** button for Cover Sheet (Figure 3). The Cover Sheet displays (Figure 4) in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.

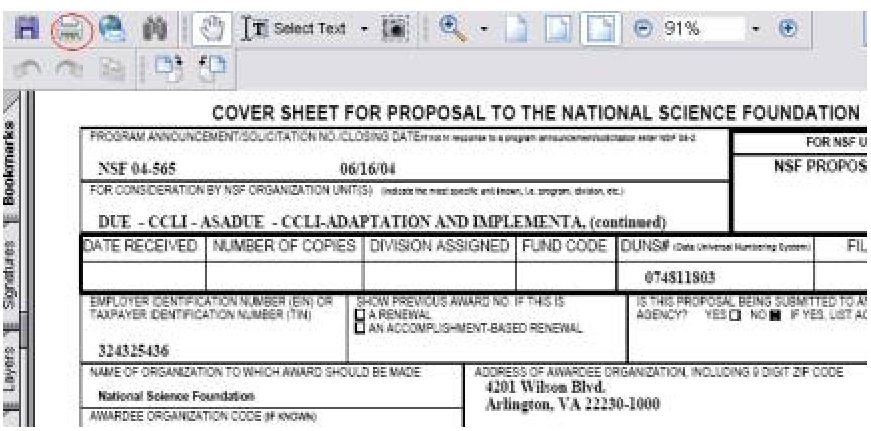


Figure 4 Cover Sheet in PDF format. The Print icon is circled.

5. Click the **Print** icon in the toolbar of the PDF Cover Sheet (Figure 4). The Cover Sheet prints.
6. Click the back button on the browser. The **Print Menu** screen displays (Figure 3).

Award Performing Research Organization

Award / Performing / Research Organization Selection

You may change both the Award and Performing/Research Organization as necessary.

If you are performing the project at a place other than the Awardee Organization, make sure to identify the Performing/Research Organization.

1. Access the **Cover Sheet Components Form** screen (Figure 1) (see Access and Print the Cover Sheet, Steps 1 and 2).

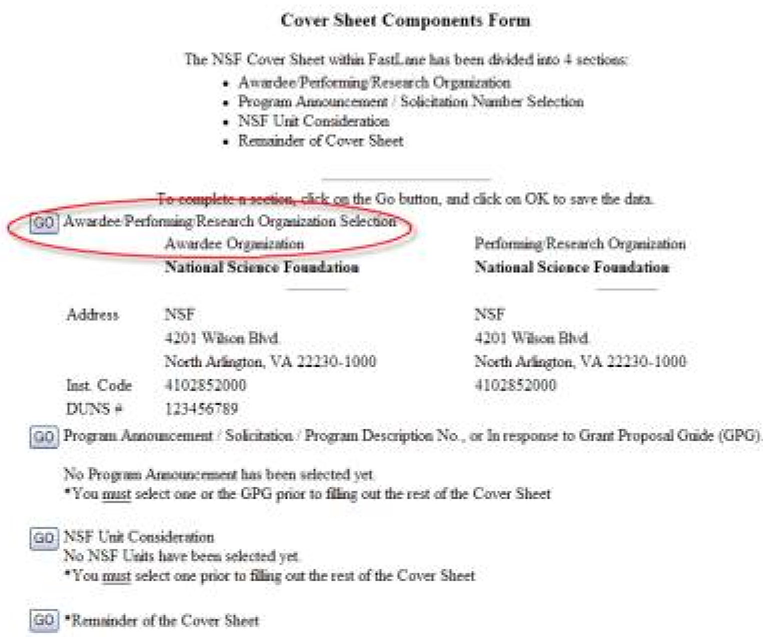


Figure 1 Cover Sheet Components Form. The Go button for Awardee Performing Research Organization Selection is circled.

2. Click the **Go** button for Award/Performing/Research Organization Selection (Figure 1). The **Institutions for This Proposal** screen displays (Figure 2) with the information on the Award and Performing/Research Organization(s). You have these options:
   - Change the Awardee Organization
   - Change the Performing/Research Organization

Figure 2 Institutions for This Proposal screen.

See also:

- Program Announcement/Solicitation/Program Description No.
- NSF Unit Consideration
- Remainder of the Cover Sheet

Change the Performing/Research Organization

1. Access the **Institutions for This Proposal** screen (Figure 1) (see Award/Performing/Research Organization Selection).

Figure 1 Institutions for This Proposal screen. The Change Performer/Researcher button is circled.

2. Click the **Change Performer/Researcher** button (Figure 1). The **Institution Search** screen displays (Figure 2), where you can search for and select the organization.

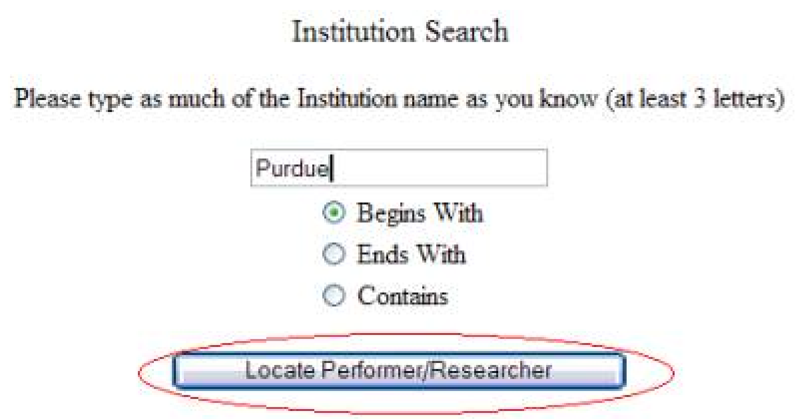


Figure 2 Institution Search screen. The Locate Performer/Research button is circled.

3. Select the type of search option (Figure 2):
   - **Begins with** returns all organizations whose name begins with the text entered.
   - **Ends with** returns all organizations whose name ends with the text entered.
   - **Contains** returns all organizations whose name contains the text entered.
4. Type in the text box the search string (at least three characters) to search for (Figure 2).

5. Click the **Locate Performing/Research** button (Figure 2). The **Institutions Located** screen displays (Figure 3).

Figure 3 Institutions Located screen. The Select Performer/Researcher button is circled.

6. Highlight the organization in the **Institutions Located** list (Figure 3).
7. Click the **Select Performer/Researcher** button (Figure 3). A screen displays (Figure 4) with the message that the performing institution has been changed.

Figure 4 Screen with message that the performing institution has been changed.

8. Click the **OK** button (Figure 4). The **Institutions for This Proposal** screen displays (Figure 5) with the information for the organization you selected.

Figure 5 Institutions for This Proposal screen. The Performing Research Organization section is boxed.

See also:

- Program Announcement/Solicitation/Program Description No.
- NSF Unit Consideration
- Remainder of the Cover Sheet

Change the Awardee Organization

1. Access the **Institutions for This Proposal** screen (Figure 1) (see Award/Performing/Research Organization Selection).

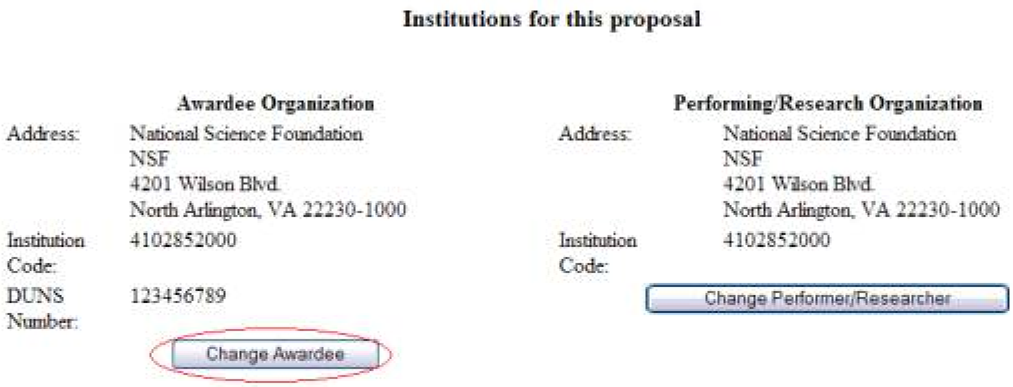


Figure 1 Institutions for This Proposal screen. The Change Awardee button is circled.

2. Click the **Change Awardee** button (Figure 1). The **Institution Search** screen displays (Figure 2), where you can search for and select the organization.

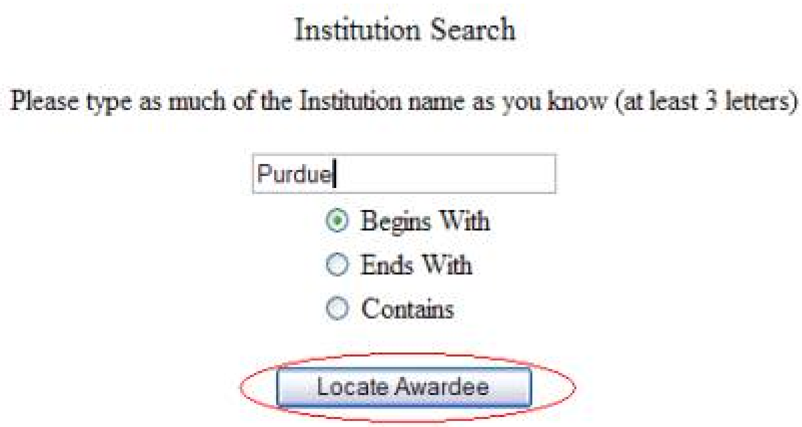


Figure 2 Institution Search screen. The Locate Awardee button is circled.

3. Select the type of search option (Figure 2):
   - **Begins with** returns all organizations whose name begins with the text entered.
   - **Ends with** returns all organizations whose name ends with the text entered.
   - **Contains** returns all organizations whose name contains the text entered.
4. Type in the text box the search string (at least three characters) to search for (Figure 2).
5. Click the **Locate Awardee** button (Figure 2). The **Institutions Located** screen displays (Figure 3).

Figure 3 Institutions Located screen. The Select Awardee button is circled.

6. Highlight the organization on the **Institutions Located** list (Figure 3).
7. Click the **Select Awardee** button (Figure 3). A screen displays (Figure 4) with the message that the awardee organization has been changed.

Figure 4 Screen with the message that the awardee organization has been changed.

8. Click the **OK** button (Figure 4). The **Institutions for This Proposal** screen displays (Figure 5) with the information for the organization you selected.

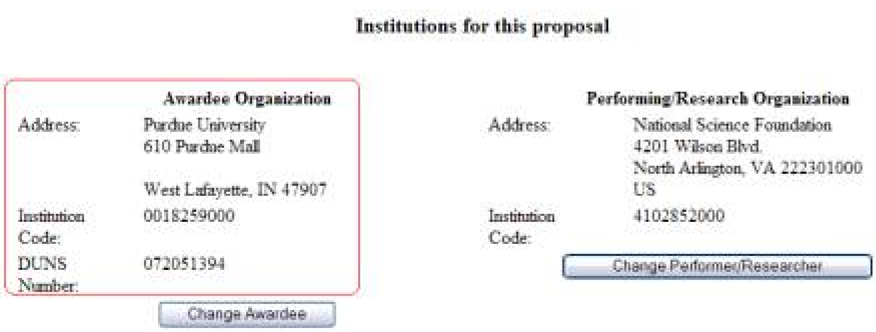


Figure 5 Institutions for This Proposal screen. The Awardee Organization section is boxed.

See also:

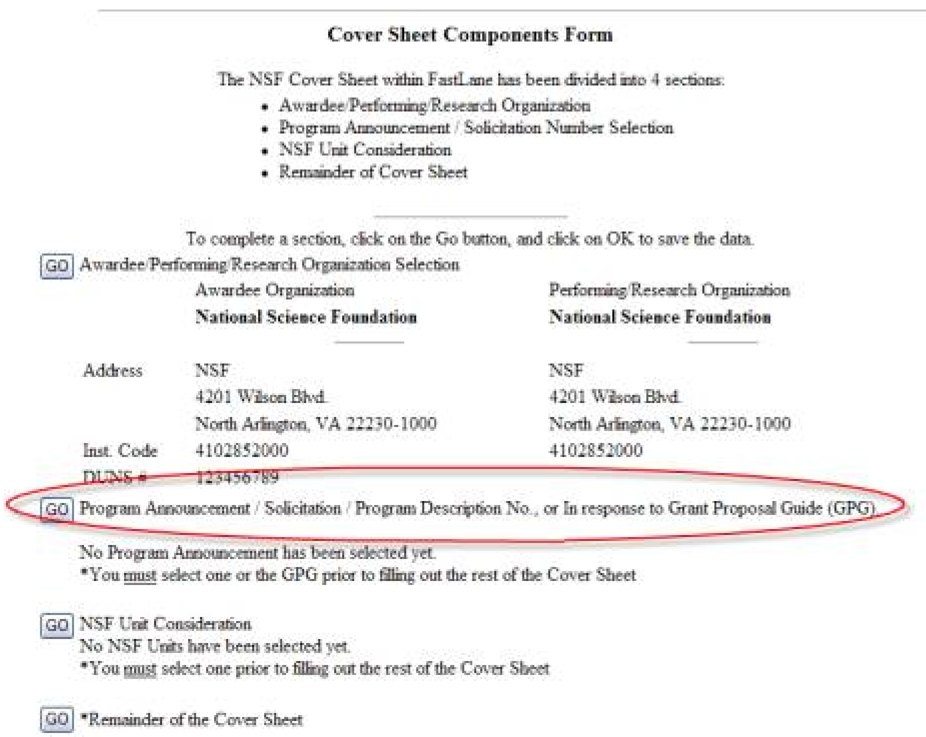
- Program Announcement/Solicitation/Program Description No.
- NSF Unit Consideration
- Remainder of the Cover Sheet

Program Announcement/Solicitation/Program Description No.

You must select the applicable program announcement, solicitation, or program description to which the proposal is responding. If you are not submitting the proposal in response to any of these options, highlight **GPG—Grant Proposal Guide** on the **Program Announcements and Solicitation Number** list.

Compliance with this requirement is critical to NSF's ability to determine the relevant guidelines for processing the proposal.

1. Access the **Cover Sheet Components Form** screen (Figure 1) (see Access and Print the Cover Sheet, Steps 1 and 2).


Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 4 sections:

- Awardee/Performing/Research Organization
- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

GO Awardee/Performing/Research Organization Selection

	Awardee Organization	Performing/Research Organization
	National Science Foundation	**National Science Foundation**
Address	NSF 4201 Wilson Blvd. North Arlington, VA 22230-1000	NSF 4201 Wilson Blvd. North Arlington, VA 22230-1000
Inst. Code	4102852000	4102852000
DUNS #	123456789	

GO Program Announcement / Solicitation / Program Description No., or In response to Grant Proposal Guide (GPG)

No Program Announcement has been selected yet.
*You must select one or the GPG prior to filling out the rest of the Cover Sheet

GO NSF Unit Consideration
No NSF Units have been selected yet.
*You must select one prior to filling out the rest of the Cover Sheet

GO *Remainder of the Cover Sheet

Figure 1 Cover Sheet Components Form screen. The Go button for Program Announcement/Solicitation/Program Description No. is circled.

2. Click the **Go** button for Program Announcement/Solicitation/Program Description No. (Figure 1). The **Program Announcements/Solicitation Number Selection** screen displays (Figure 2) with a listing of every current NSF Program Announcement.

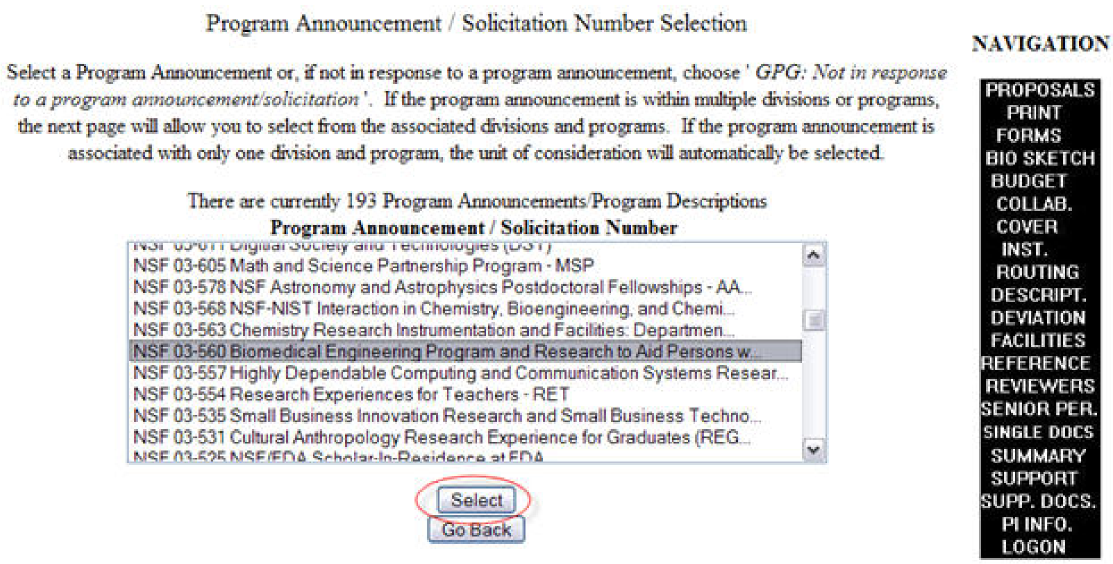


Figure 2 Program Announcement/Solicitation Number Selection screen. The Select button is circled.

3. Highlight the Program Announcement or Solicitation Number for the proposal from the **Program Announcement/Solicitation Number** list (Figure 2). If the proposal is not in response to a Program Announcement, highlight **GPG—Grant Proposal Guide,** which is the first item on the **Program Announcement/Solicitation Number** list.
4. Click the **Select** button (Figure 2). The **Unit Selection Lists** (Figure 3) screen displays. See NSF Unit Consideration for instructions.

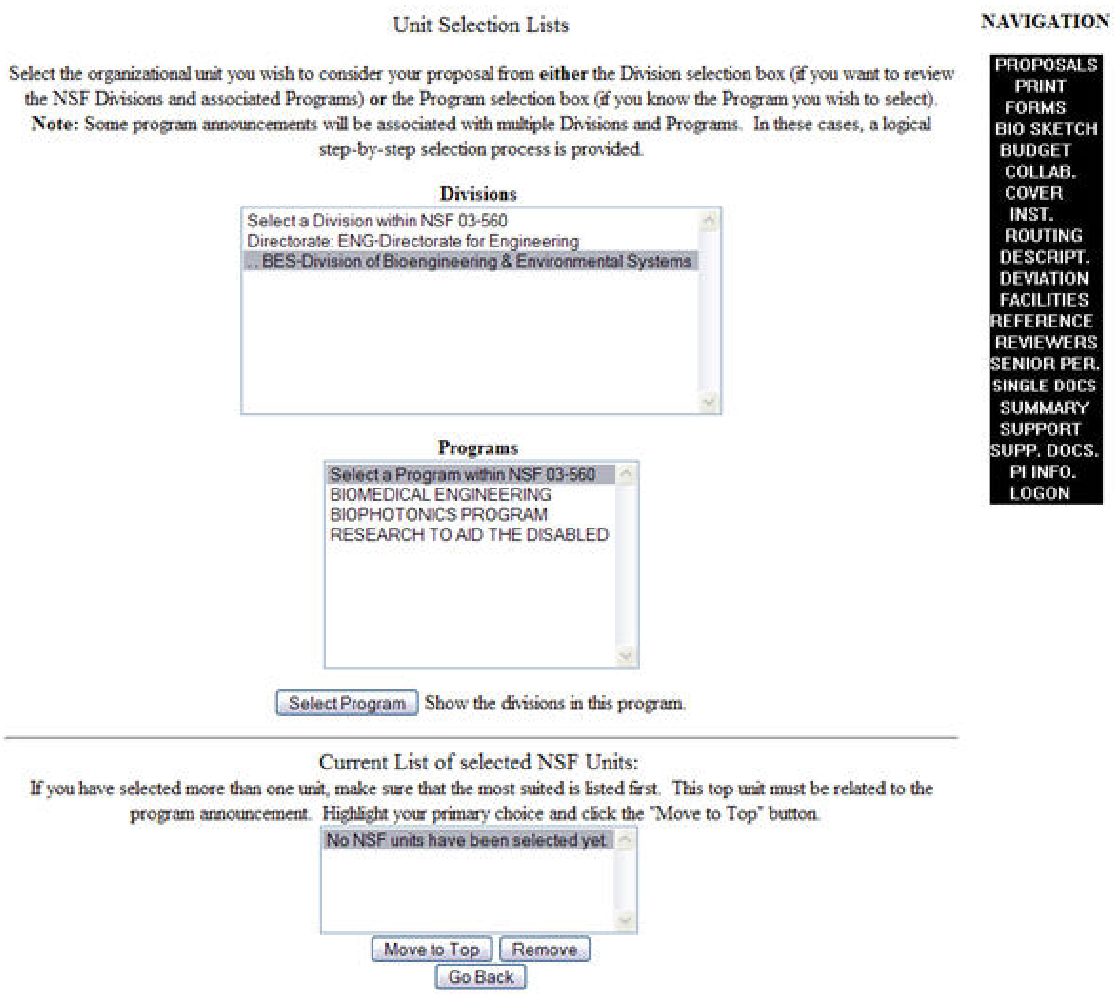


Figure 3 Unit Selection Lists screen.

See also:

- NSF Unit Consideration
- Remainder of the Cover Sheet

NSF Unit Consideration

NSF Unit Consideration

You must select the NSF Unit associated with your selection for Program Announcement/Solicitation/Program Description No.

You cannot enter the NSF Unit Consideration component on the Cover Sheet, until you have completed the Program Announcement/Solicitation/Program Description No. component (see Program Announcement/Solicitation/Program Description No. for instructions).

Access the **Unit Selection Lists** screen (Figure 1) in either of these ways:

- Choose a Program Announcement for the proposal (see Program Announcement/Solicitation/Program Description No. for instructions). The **Unit Selection List** screen displays automatically.
- On the **Cover Sheet Components Form** screen, click the **Go** button for NSF Unit Consideration. The **Unit Selection Lists** screen *if you have already completed the Program Announcement/Solicitation/Program Description No. section.*

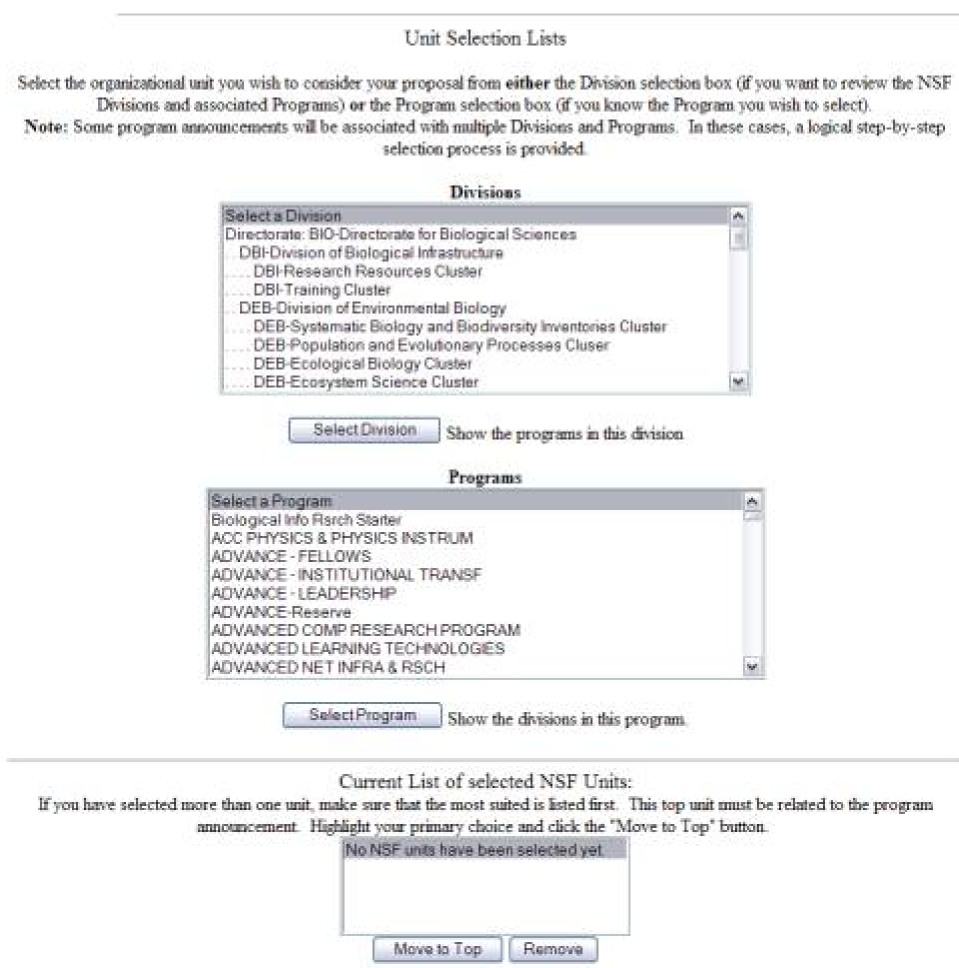


Figure 1 Unit Selection Lists screen.

On the **Unit Selection Lists** screen (Figure 1), you can do the following:

- Select the NSF Division
- Select the NSF Primary Program
- Remove a Selected NSF Unit

See also Remainder of the Cover Sheet.

Select the NSF Division

1. Access the **Unit Selection Lists** screen (Figure 1) (see NSF Unit Consideration).

Note: *If there is only one division for the Program Announcement you selected*, that division automatically displays in the **Divisions** list. Proceed to the **Programs** list on the **Unit Selections Lists** screen (see Select the NSF Primary Program for instructions).

If the division is not automatically listed:

2. On the **Unit Selection Lists** screen (Figure 1), highlight the division in the **Divisions** list.

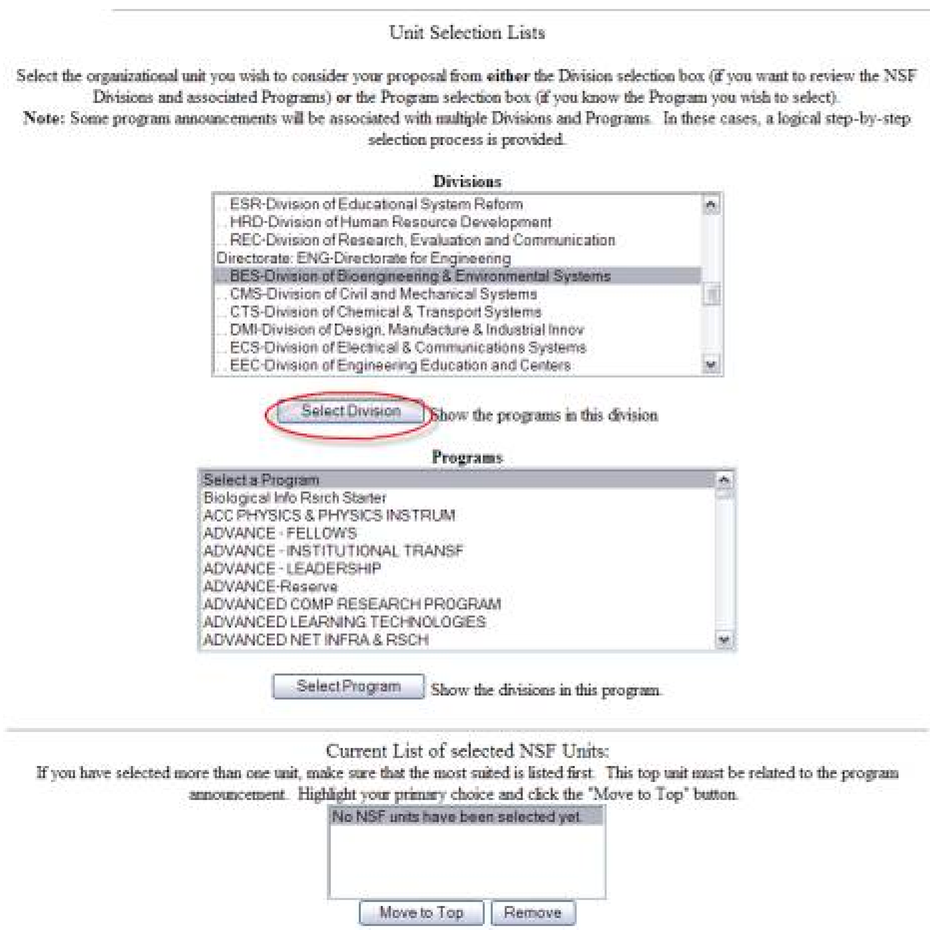


Figure 1 Unit Selection Lists screen. The Select Division button is circled.

3. Click the **Select Division** button (Figure 1). The page refreshes and displays only the programs associated with that division in the **Programs** list.

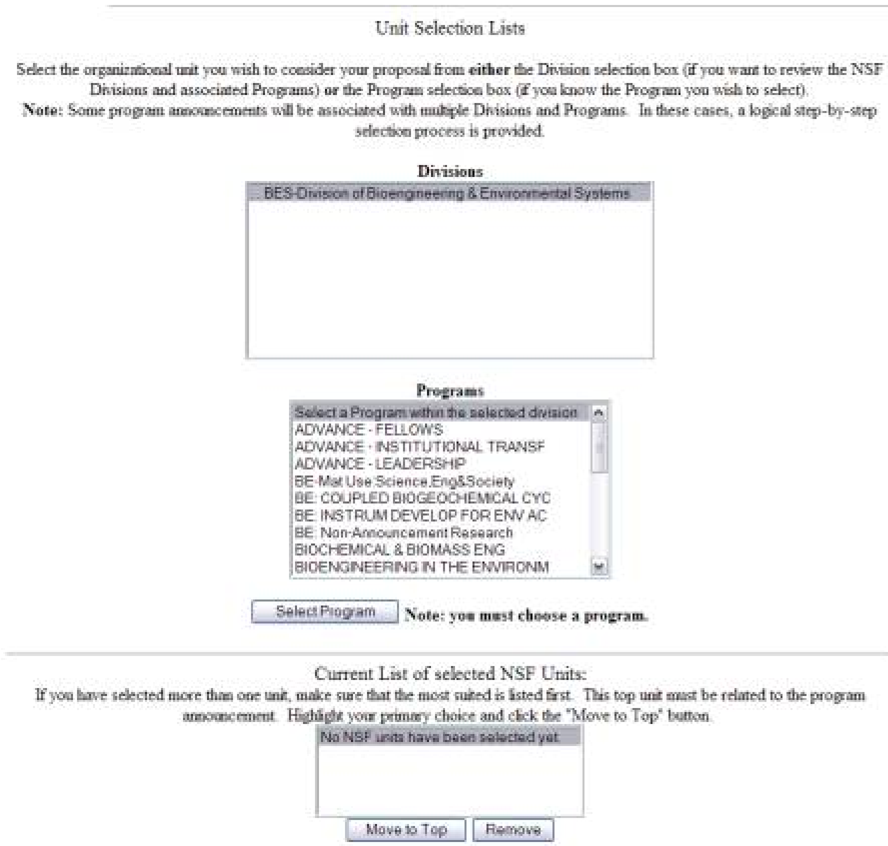


Figure 2 Unit Selections List screen with the Programs listed that are associated only with the Division that you selected.

4. Proceed to the **Programs List** on the **Unit Selections List** screen (see Select the NSF Primary Program for instructions).

Select the NSF Primary Program

1. Access the **Unit Selection Lists** screen (Figure1) (see NSF Unit Consideration).

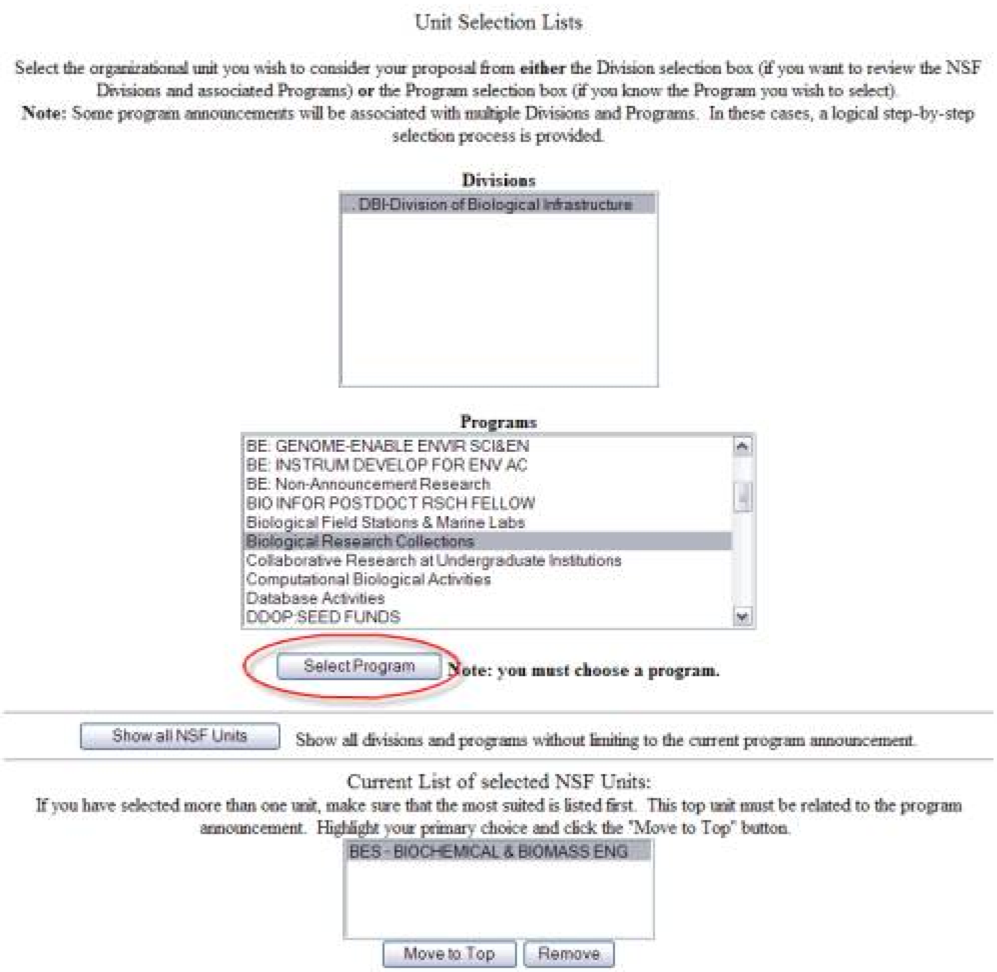


Figure 1 Unit Selection Lists screen. The Select Program button is circled.

2. In the **Programs** list (Figure 1), highlight the program to select it.
3. Click the **Select Program** button (Figure 1). The **Unit Selection Lists** screen displays (Figure 2) with the division and program you selected at the bottom of the screen.

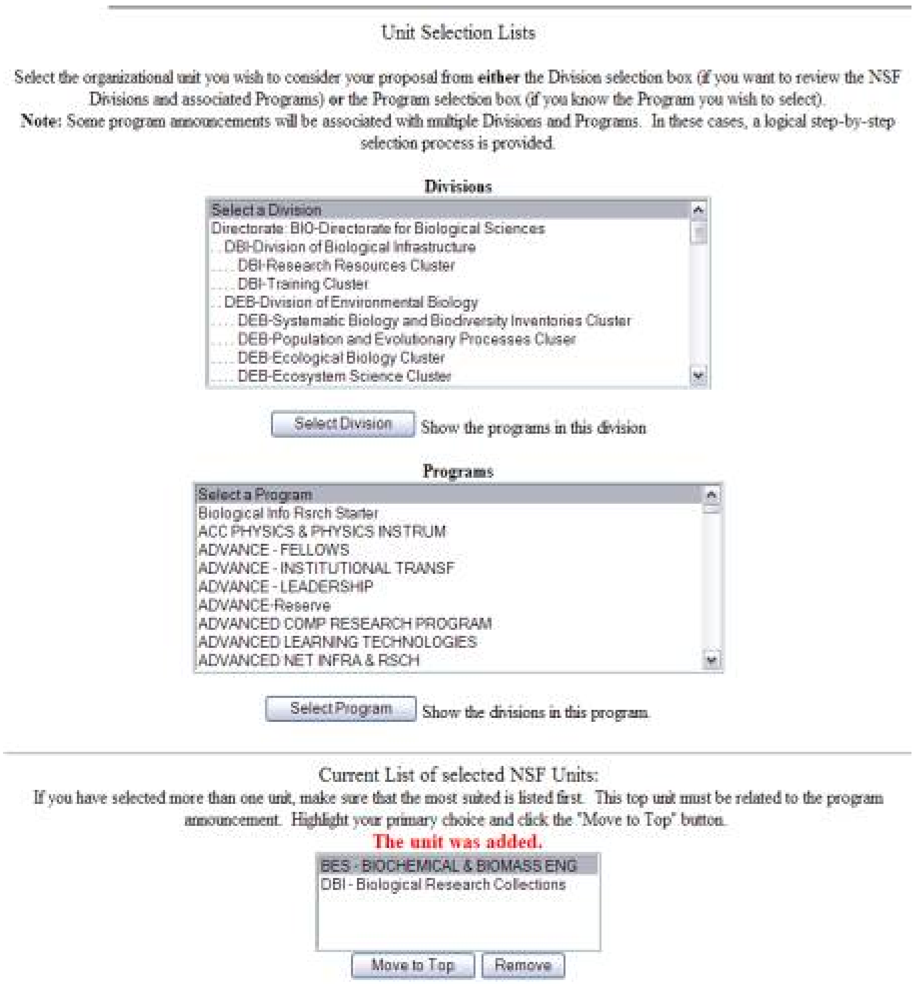


Figure 2 Unit Selections List showing the NSF unit, which was added automatically once the program was selected.

4. You can continue on the **Unit Selections Lists** screen to select secondary divisions and programs as you require. Each time, FastLane will show the appropriate NSF unit in the **Current List of Selected NSF Units** section.

Remove a Selected NSF Unit

You can only remove a unit if more than one unit displays in the **Current List of Selected NSF Units**.

1. Access the **Unit Selection Lists** screen (Figure 1) (see NSF Unit Consideration).

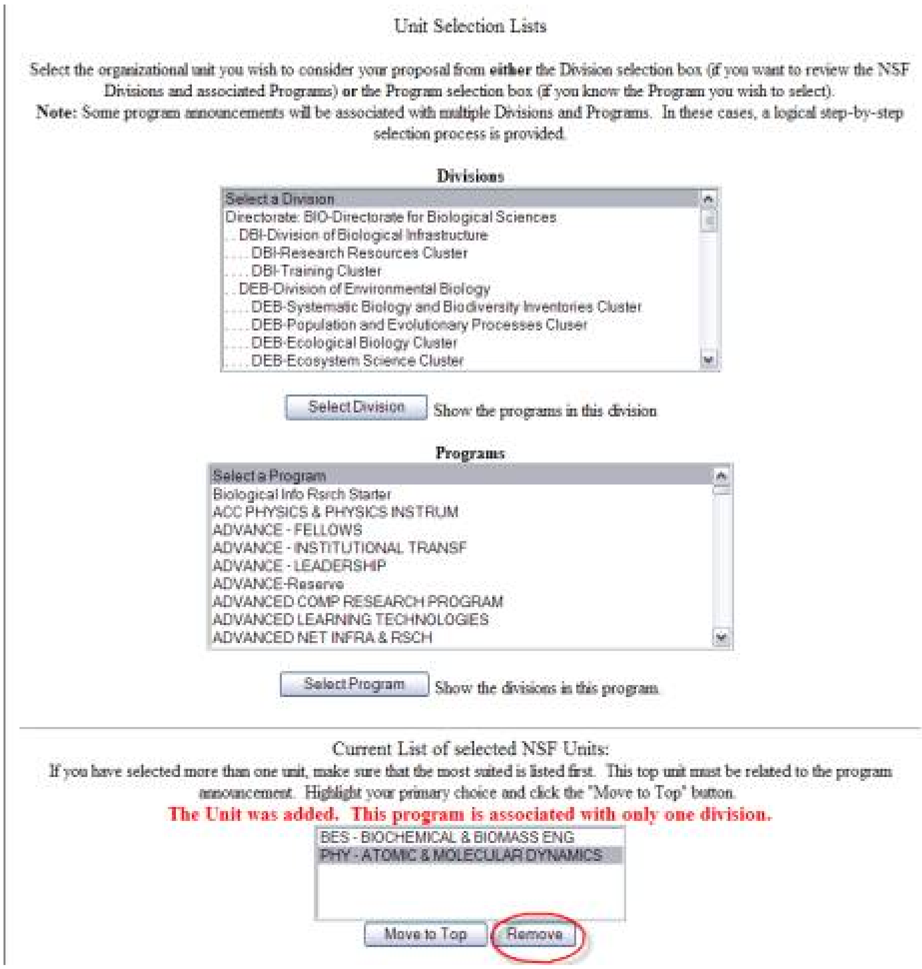


Figure 1 Current List of Selected NSF Units screen. The Remove button is circled.

2. From the **Current List of Selected NSF Units** (Figure 1), highlight the unit to be removed.
3. Click the **Remove** button (Figure 1). The **Unit Selection Lists** screen displays (Figure 2) with the message that the unit has been removed.

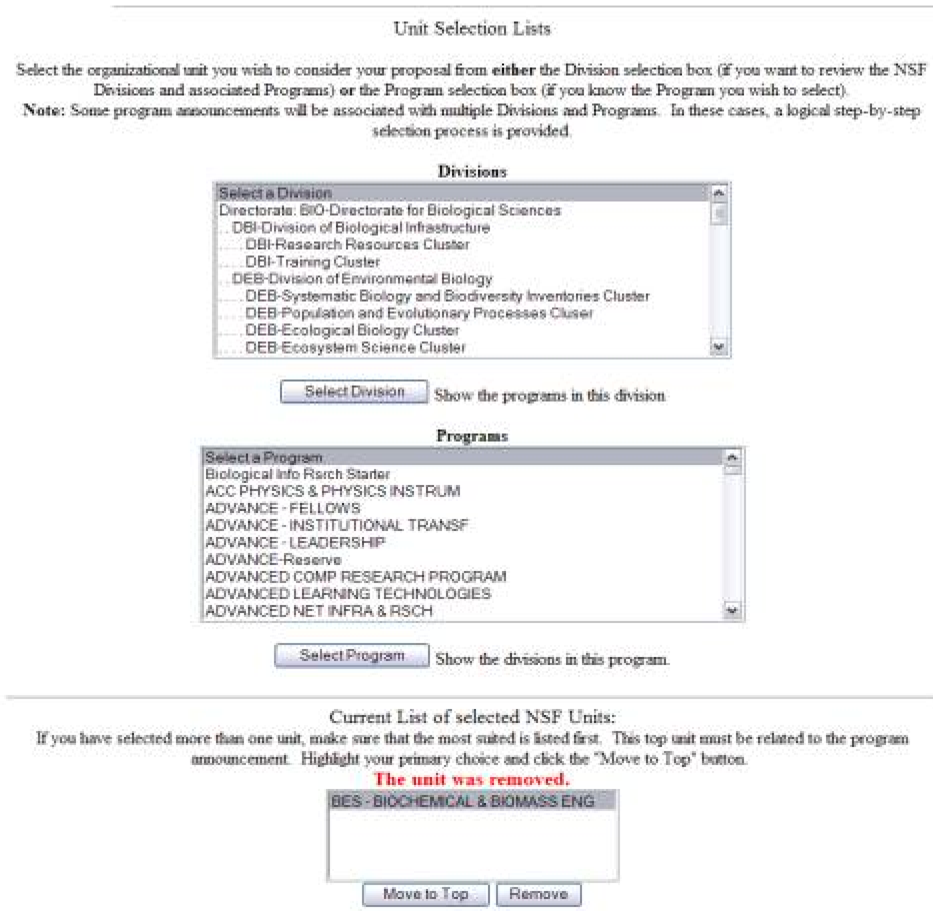


Figure 2 Unit Selection Lists screen with the unit now removed.

Remainder of Cover Sheet

Remainder of the Cover Sheet

You cannot enter the Remainder of the Cover Sheet component until you have completed the first three components of the Cover Sheet.

The Remainder of the Cover Sheet component consists of:

- Information pertinent to this proposal specifically:
  - Proposal Title
  - Budget and Duration Information
  - Announcement and Consideration
  - PI Information (automatically displayed)
  - Co-PI Information
  - Previous NSF Awards
  - Other Federal Agencies
  - Awardee Organization
  - Performing/Research Organization (automatically displayed)
  - Other Information
- Certifications the Authorized Organizational Representative (AOR) signs by electronically signing the proposal
  - Certification for Authorized Organizational Representative or Individual Applicant
  - Drug-Free Workplace Certification
  - Debarment and Suspension Certification (the AOR must complete this section)
  - Certification Regarding Lobbying (see "Disclosing Lobbying Activities")
  - Certification for Contracts, Grants, Loans, and Cooperative Agreements
- Authorized Organizational Representative Information (which is automatically added when the AOR electronically signs the proposal)

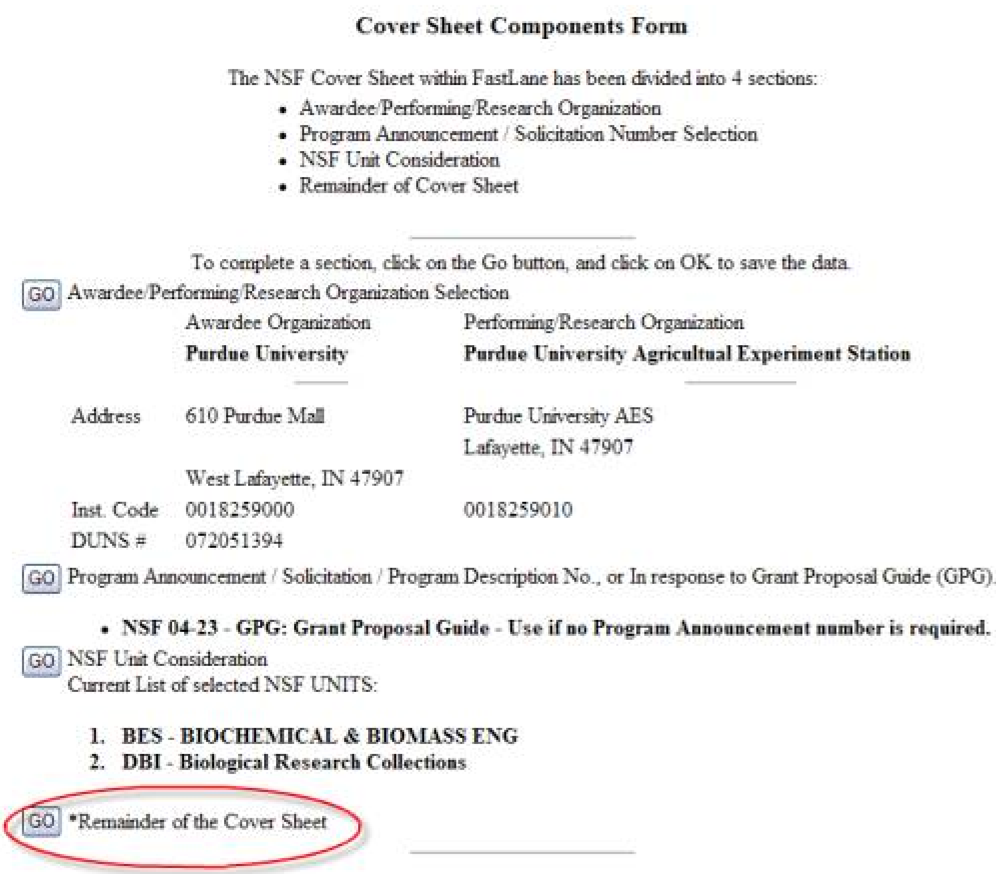
See Work on the Remainder of the Cover Sheet for instructions on how to complete the Cover Sheet.

Work on the Remainder of the Cover Sheet

This document shows you how to:
- Access the **Remainder of the Cover Sheet** screen
- Print the **Remainder of the Cover Sheet** screen
- Navigate the **Remainder of the Cover Sheet** screen
- Save your work on the **Remainder of the Cover Sheet** screen

Access the Remainder of the Cover Sheet Screen

1. Access the **Cover Sheet Components Form** screen (Figure 1) (see Access and Print the Cover Sheet, Steps 1 and 2).



Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 4 sections:
- Awardee/Performing/Research Organization
- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

GO Awardee/Performing/Research Organization Selection

	Awardee Organization	Performing/Research Organization
	Purdue University	**Purdue University Agricultual Experiment Station**
Address	610 Purdue Mall West Lafayette, IN 47907	Purdue University AES Lafayette, IN 47907
Inst. Code	0018259000	0018259010
DUNS #	072051394	

GO Program Announcement / Solicitation / Program Description No., or In response to Grant Proposal Guide (GPG).

- **NSF 04-23 - GPG: Grant Proposal Guide - Use if no Program Announcement number is required.**

GO NSF Unit Consideration
Current List of selected NSF UNITS:

1. **BES - BIOCHEMICAL & BIOMASS ENG**
2. **DBI - Biological Research Collections**

GO *Remainder of the Cover Sheet

Figure 1 Cover Sheet Components Form screen. The Go button for Remainder of the Cover Sheet is circled.

2. Click the **Go** button for Remainder of the Cover Sheet (Figure 1). **The Remainder of the Cover Sheet** screen displays (Figure 2) with these sections for you to work on:
   - Proposal Title

- Budget and Duration Information
- Announcement and Consideration
- Co-PI Information
- Previous NSF Awards
- Other Federal Agencies
- Awardee Organization
- Other Information

Click on a link above for the instructions for that section.

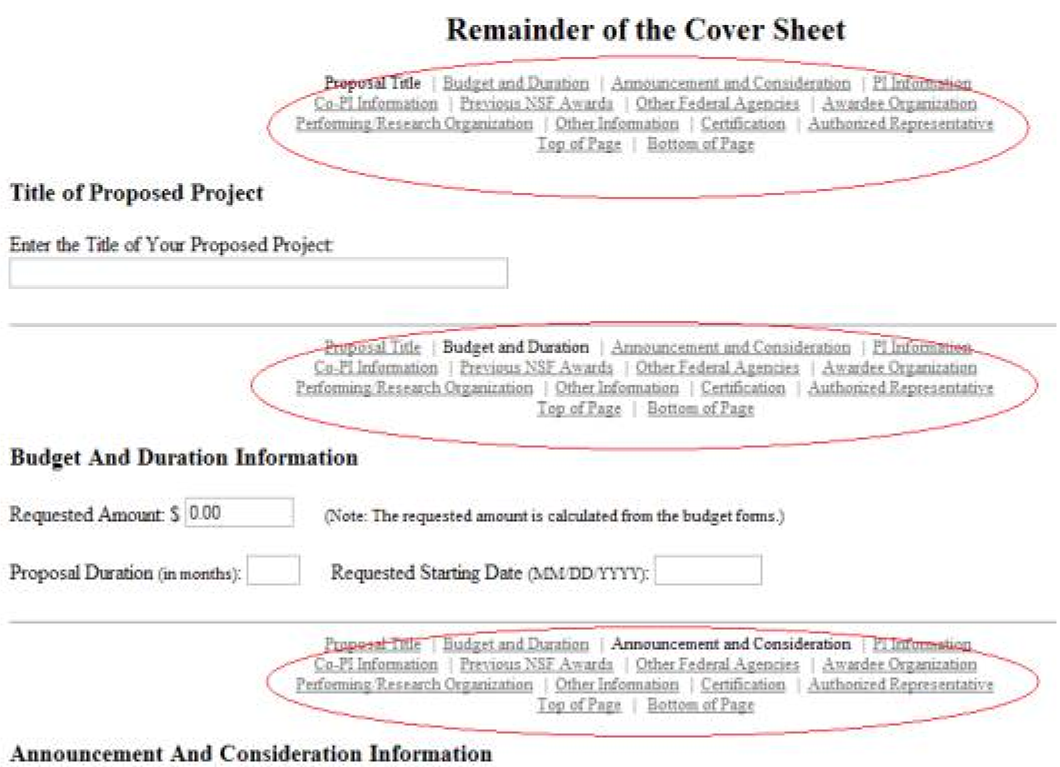


Figure 2 Upper portion of the Remainder of the Cover Sheet screen. The navigation links are circled that appear at the top of each section.

Print the Remainder of the Cover Sheet Screen

On the **Remainder of the Cover Sheet** screen (Figure 2), use the **Print** command on your browser to print the entire screen.

Navigate the Remainder of the Cover Sheet Screen

On the **Remainder of the Cover Sheet** screen, use the navigation links at the top of each section to go from section to section (Figure 2 and Figure 3). These also include links to go to the top and bottom of the screen.

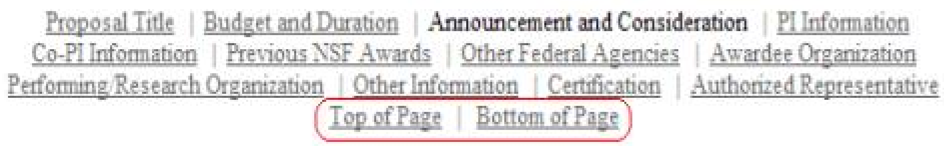


Figure 3 Navigation links at the top of each section on the Remainder of the Cover Sheet screen. The Top of Page and Bottom of Page links are circled.

Save Your Work on the Remainder of the Cover Sheet Screen

Click the **OK** button (Figure 4) at the bottom of the **Remainder of the Cover Sheet** screen every time you leave the **Remainder of the Cover Sheet** form screen to save newly entered information. (You have to type in only the **Proposal Title** to save the **Remainder of the Cover Sheet.**) A screen displays (Figure 5) with the message that the Cover Sheet has been saved.

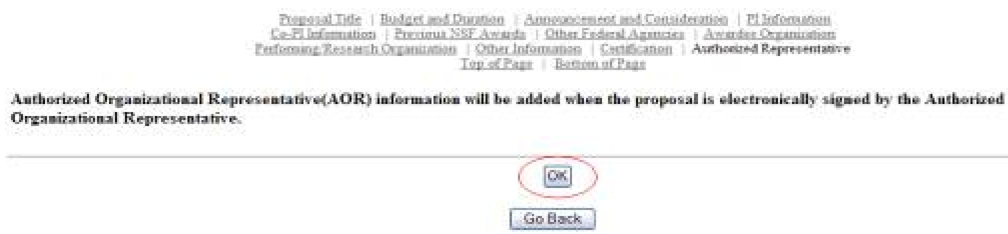


Figure 4 Lower portion of the Remainder of the Cover Sheet screen. The OK button is circled.

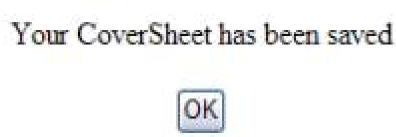


Figure 5 Screen with the message that the Cover Sheet has been saved.

See also:

- Proposal Title
- Budget and Duration Information
- Announcement and Consideration
- Co-PI Information
- Previous NSF Awards
- Other Federal Agencies
- Awardee Organization
- Other Information

Proposal Title

The title of the proposal must be brief, scientifically or technically valid, intelligible to scientifically or technically literate readers, and suitable for use in the public press. NSF may edit the title of the project before making an award. The title is limited to 180 characters.

1. Access the **Remainder of the Cover Sheet** screen (Figure 1) (see Access the Remainder of the Cover Sheet Screen).

Figure 1 Proposal Title section of the Remainder of the Cover Sheet screen.

2. Type the proposal title.

See also:

- Budget and Duration Information
- Announcement and Consideration
- Co-PI Information
- Previous NSF Awards
- Other Federal Agencies
- Awardee Organization
- Other Information

Budget and Duration Information

1. Access the **Remainder of the Cover Sheet** screen (Figure 1) (see Access the Remainder of the Cover Sheet Screen). Click **Budget and Duration** (Figure 1). The **Budget and Duration** section displays (Figure 2).

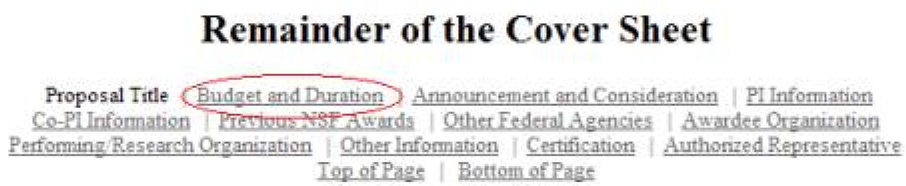


Figure 1 Remainder of the Cover Sheet screen. The Budget and Duration link is circled.

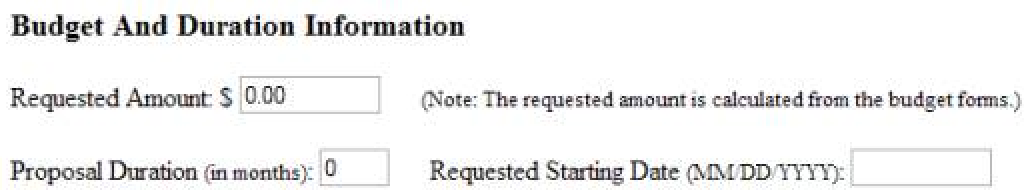


Figure 2 Budget and Duration Information section of the Remainder of the Cover Sheet screen.

2. In the **Requested Amount** box (Figure 2), type the requested amount only if you are not filling out the Budget form. If you have filled out the Budget form, the amount you requested on the Budget form automatically displays in this box.
3. In the **Proposal Duration** box (Figure 2), type the duration in months for which you have requested NSF support.
4. In the **Requested Starting Date** box (Figure 2), type the requested start date in mm/dd/yyyy format with the slashes. Please allow at least 6 months for the NSF review, processing, and decision process, except in special situations.

See also:

- Proposal Title
- Announcement and Consideration
- Co-PI Information
- Previous NSF Awards
- Other Federal Agencies
- Awardee Organization
- Other Information

Announcement and Consideration

1. Access the **Remainder of the Cover Sheet** screen (Figure 1) (see Access the Remainder of the Cover Sheet Screen).

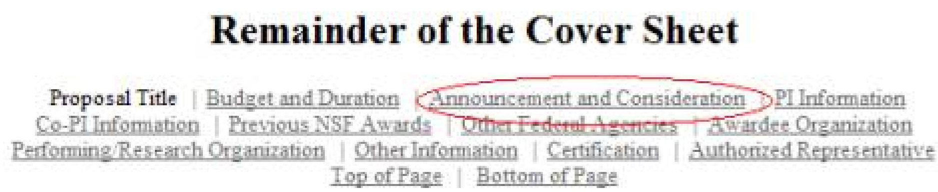


Figure 1 Remainder of the Cover Sheet screen. The Announcement and Consideration link is circled.

2. Click **Announcement and Consideration** (Figure 1). The **Announcement and Consideration** section displays (Figure 2). FastLane automatically displays these sections:
   - Program Announcement/Solicitation Number
   - Listed NSF Organization Unit

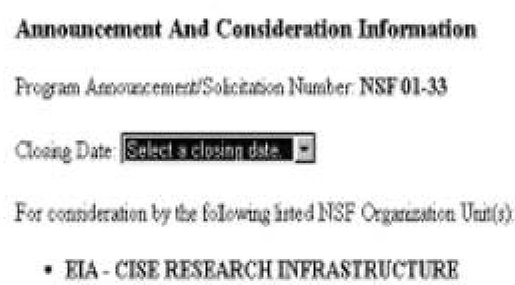


Figure 2 Announcement and Consideration section of the Remainder of the Cover Sheet screen.

3. Select the closing date from the **Closing Date** menu (Figure 2). You must submit the proposal on or before this date.

See also:

- Proposal Title
- Budget and Duration Information
- Co-PI Information
- Previous NSF Awards
- Other Federal Agencies
- Awardee Organization
- Other Information

Co-PI Information

NSF permits a maximum of four Co-PIs on a proposal. The Co-PI must already be registered with FastLane as a PI or Co-PI.

1. Access the **Remainder of the Cover Sheet** screen (Figure 1) (see Access the Remainder of the Cover Sheet Screen).

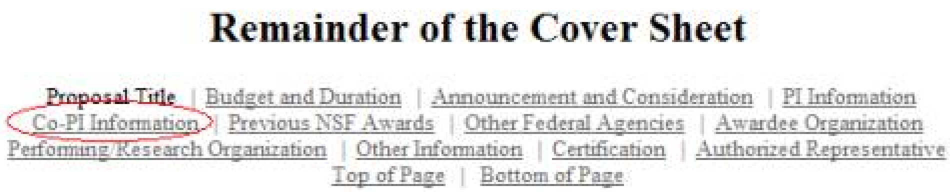
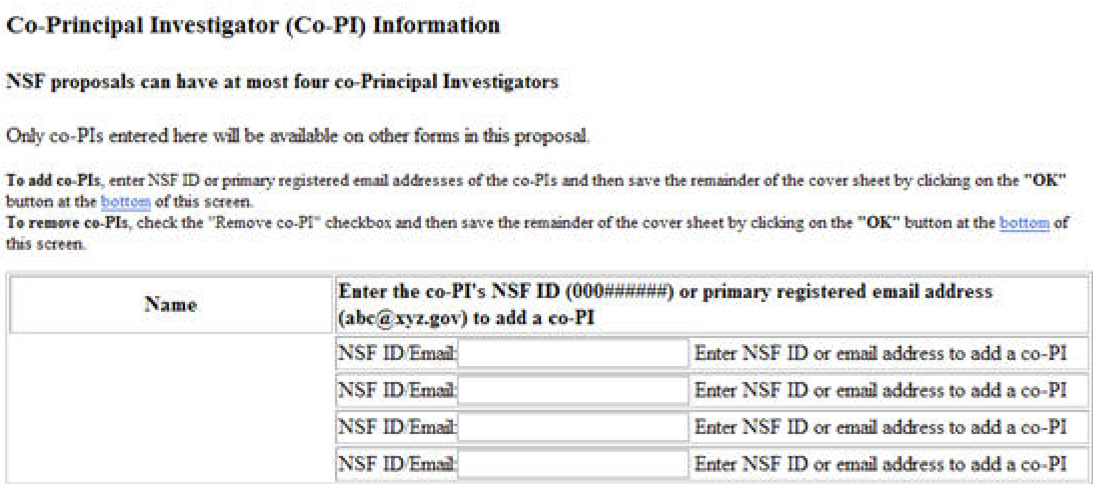


Figure 1 Remainder of the Cover Sheet screen. The Co-PI Information link is circled.

2. Click **Co-PI Information** (Figure 1). The **Co-Principal Investigator (Co-PI) Information** section displays (Figure 2).



Co-Principal Investigator (Co-PI) Information

NSF proposals can have at most four co-Principal Investigators

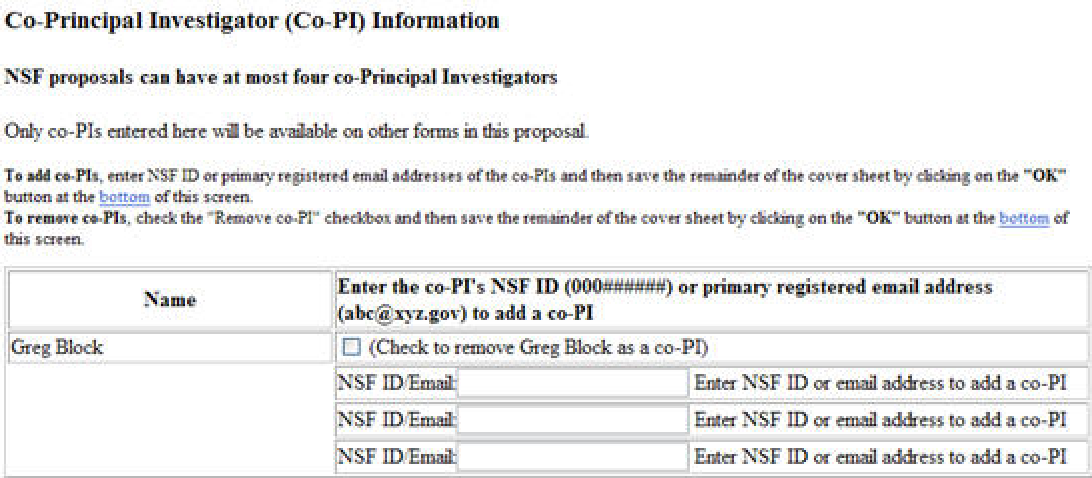
Only co-PIs entered here will be available on other forms in this proposal.

To add co-PIs, enter NSF ID or primary registered email addresses of the co-PIs and then save the remainder of the cover sheet by clicking on the **"OK"** button at the bottom of this screen.
To remove co-PIs, check the "Remove co-PI" checkbox and then save the remainder of the cover sheet by clicking on the **"OK"** button at the bottom of this screen.

Name	Enter the co-PI's NSF ID (000######) or primary registered email address (abc@xyz.gov) to add a co-PI		
	NSF ID/Email:		Enter NSF ID or email address to add a co-PI
	NSF ID/Email:		Enter NSF ID or email address to add a co-PI
	NSF ID/Email:		Enter NSF ID or email address to add a co-PI
	NSF ID/Email:		Enter NSF ID or email address to add a co-PI

Figure 2 Co-Principal Investigator (Co-PI) Information section of the Remainder of the Cover Sheet screen.

3. Type only the email address for each Co-PI that you want to add (Figure 2).
4. Click the **OK** button at the bottom of the **Remainder of the Cover Sheet** screen. When the information is saved, the **Co-Principal Investigator (Co-PI) Information** section displays as in Figure 3. You can remove a Co-PI by clicking in the check mark box for that Co-PI.



Co-Principal Investigator (Co-PI) Information

NSF proposals can have at most four co-Principal Investigators

Only co-PIs entered here will be available on other forms in this proposal.

To add co-PIs, enter NSF ID or primary registered email addresses of the co-PIs and then save the remainder of the cover sheet by clicking on the "OK" button at the bottom of this screen.
To remove co-PIs, check the "Remove co-PI" checkbox and then save the remainder of the cover sheet by clicking on the "OK" button at the bottom of this screen.

Name	Enter the co-PI's NSF ID (000######) or primary registered email address (abc@xyz.gov) to add a co-PI	
Greg Block	☐ (Check to remove Greg Block as a co-PI)	
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI
	NSF ID/Email:	Enter NSF ID or email address to add a co-PI

Figure 3 The Co-Principal Investigator (Co-PI) Information section of the Remainder of the Cover Sheet screen with a check mark box to remove a Co-PI.

See also:

- Proposal Title
- Budget and Duration Information
- Announcement and Consideration
- Previous NSF Awards
- Other Federal Agencies
- Awardee Organization
- Other Information

Previous NSF Awards

1. Access the **Remainder of the Cover Sheet** screen (Figure 1) (see Access the Remainder of the Cover Sheet Screen).

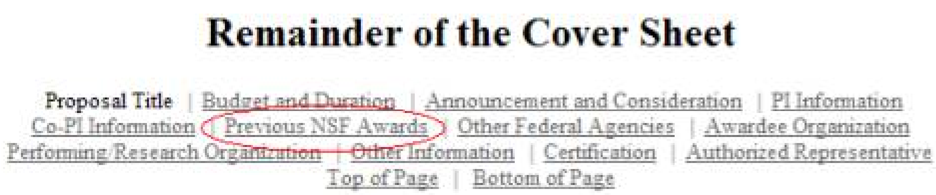


Figure 1 Remainder of the Cover Sheet screen. The Previous NSF Awards link is circled.

2. Click **Previous NSF Awards** (Figure 1). The **Previous NSF Awards** section displays (Figure 2).

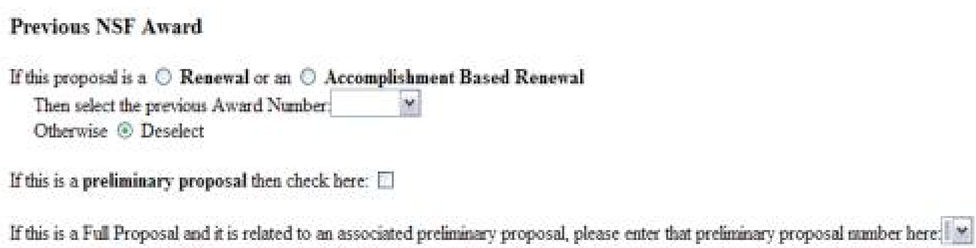


Figure 2 Previous NSF Awards section of the Remainder of the Cover Sheet screen.

3. Click the radio button for either **Renewal** or **Accomplishment-Based Renewal** *if the proposal fits either of these categories* (Figure 2).
4. In the previous **Award Number** box (Figure 2), type in the previous NSF Award Number *if you have a previous award.*
5. Click the check mark box for preliminary proposal (Figure 2) *if the proposal is preliminary and not a full proposal* (Figure 2).
6. Type the Preproposal ID *if the proposal is a full proposal related to that preproposal* (Figure 2).

See also:

- Proposal Title
- Budget and Duration Information
- Announcement and Consideration
- Co-PI Information
- Other Federal Agencies
- Awardee Organization
- Other Information

Other Federal Agencies

1. Access the **Remainder of the Cover Sheet** screen (Figure 1) (see Access the Remainder of the Cover Sheet Screen).

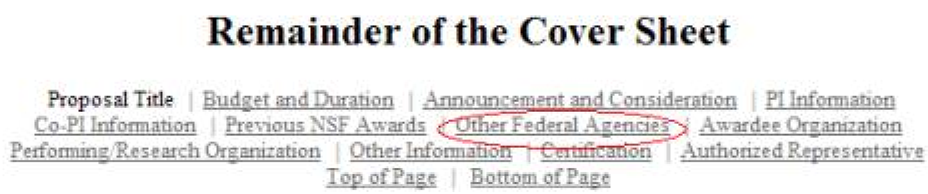


Figure 1 Remainder of the Cover Sheet screen. The Other Federal Agencies link is circled.

2. Click **Other Federal Agencies** on the **Remainder of the Cover Sheet** screen (Figure 1). The **Other Federal Agencies** section displays (Figure 2).

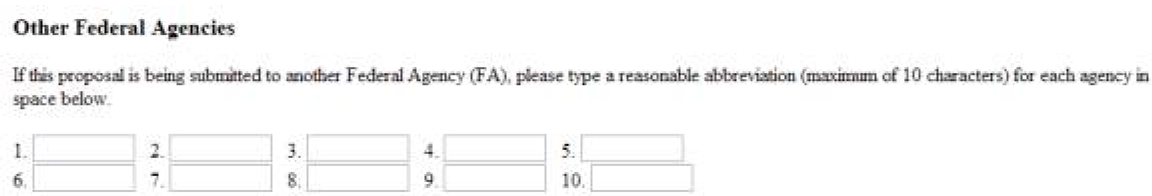


Figure 2 Other Federal Agencies section of the Remainder of the Cover Sheet screen.

3. In the boxes provided (Figure 2), type the abbreviated name (10 characters maximum) of any other federal agencies that you are submitting the proposal to.

See also:

- Proposal Title
- Budget and Duration Information
- Announcement and Consideration
- Co-PI Information
- Previous NSF Awards
- Awardee Organization
- Other Information

Awardee Organization

1. Access the **Remainder of the Cover Sheet** screen (Figure 1) (see Access the Remainder of the Cover Sheet Screen).

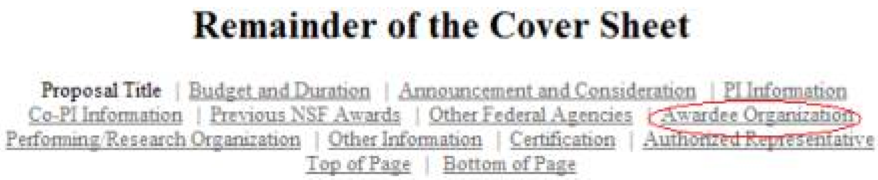


Figure 1 Remainder of the Cover Sheet screen. The Awardee Organization link is circled.

2. Click **Awardee Organization** (Figure 1). The **Awardee Organization** section displays (Figure 2).

Figure 2 Awardee Organization Information section of the Remainder of the Cover Sheet screen.

The Awardee Organization information automatically displays if you submitted this information when you or another person registered your organization. The cover requires the following information:

- Organization name
- Address
- Organization code
- Data Universal Numbering System (DUNS) number
- Employer Identification Number (EIN) or Taxpayer Identification Number (TIN)

If your organization does not have a unique nine-digit DUNS number, contact Dun and Bradstreet at (800) 333-0505. Dun and Bradstreet will provide a DUNS number by telephone at no charge. If the DUNS number is not on the Cover Sheet, you can add it when you submit the proposal.

If your organization is a profit-making entity, you must certify this status by checking each of the organization type boxes that apply. The options and the guidelines for each are as follows:

- **For Profit**
  A U.S. commercial organization, especially small business with strong capabilities in scientific or engineering research or education

- **Small Business**
  For profit, privately owned, no more than 500 employees, and not dominant in its field (Check this box also when the proposal involves a cooperative effort between an academic organization and a small business.)
- **Minority Business**
  At least 51% owned by one or more minority or disadvantaged individuals (If a publicly owned business, at least one or more minority or disadvantaged individuals must own 51% of the voting stock. One or more such individuals must also control the management and daily business operations.)
- **Woman-Owned Business**
  At least 51% owned by a woman or women who also control it and operate it

See also:

- Proposal Title
- Budget and Duration Information
- Announcement and Consideration
- Co-PI Information
- Previous NSF Awards
- Other Federal Agencies
- Other Information

Other Information

1. Access the **Remainder of the Cover Sheet** screen (see Access the Remainder of the Cover Sheet Screen).

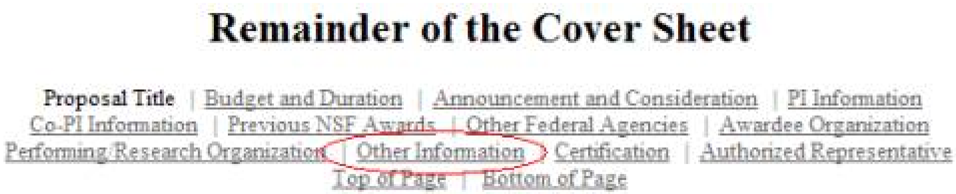


Figure 1 Remainder of the Cover Sheet screen. The Other Information link is circled.

2. Click **Other Information** (Figure 1). The **Other Information** section displays (Figure 2).

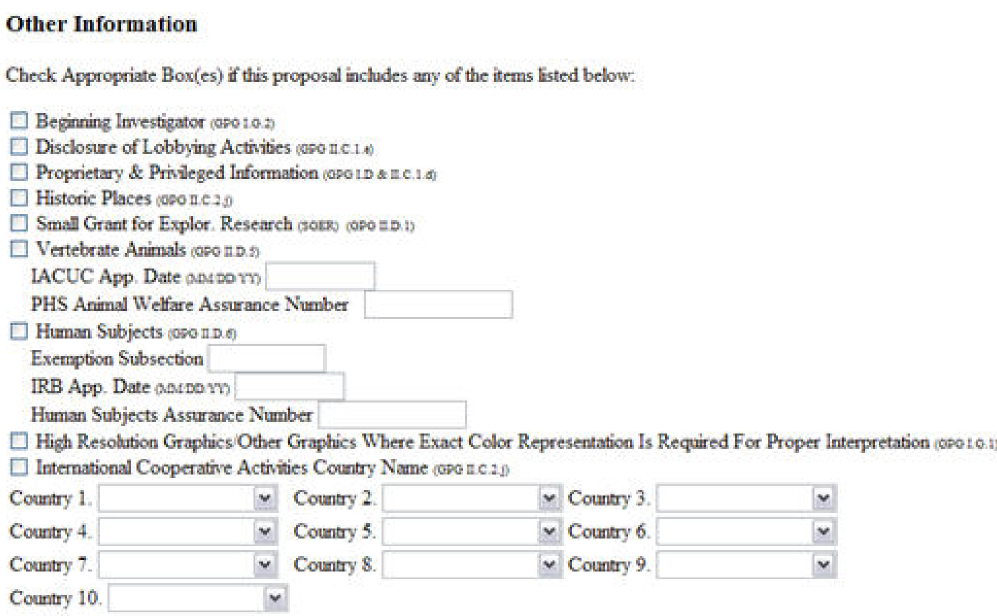


Figure 2 Other Information section of the Remainder of the Cover Sheet screen.

3. Check the appropriate boxes (Figure 2), if the proposal includes any of the items of Other Information. See the *Grant Proposal Guide (GPG)* chapter and section noted at the end of each item line for more information. The categories of Other Information are:
   - Beginning Investigator
   - Disclosure of Lobbying Activities (see "Disclosing Lobbying Activities")
   - Proprietary and Privileged Information

- Historic Places
- Small Grant for Exploratory Research
- Vertebrate Animals with IACUC App. Date or PHS Animal Welfare Assurance Number.
- Human Subjects with Exemption Subsection, IRB App. Date or Human Subjects Assurance Number.
- High-Resolution Graphics/Other Graphics Required for Proper Interpretation (see Special Instructions for Proposals with Color or High-Resolution Graphics)
- International Cooperation Activities (list countries involved) in the boxes (Figure 2)

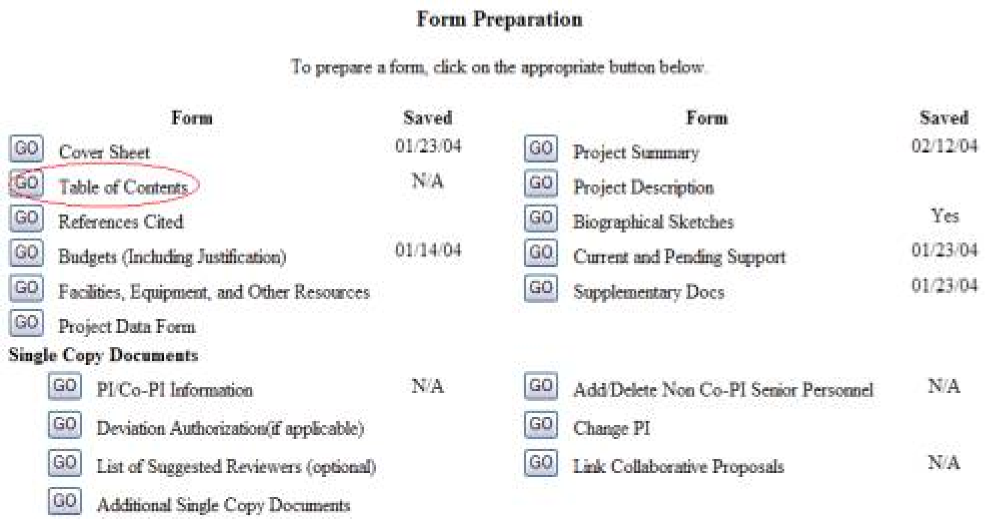
See also:

- Proposal Title
- Budget and Duration Information
- Announcement and Consideration
- Co-PI Information
- Previous NSF Awards
- Other Federal Agencies
- Awardee Organization

Table of Contents

FastLane automatically generates the Table of Contents for you. You cannot edit the Table of Contents.

1. Access the **Form Preparation** screen (Figure 1) (see Create a New Proposal, Edit a Proposal, or Create a New Proposal from a Template).



Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
GO Cover Sheet	01/23/04	GO Project Summary	02/12/04
GO Table of Contents	N/A	GO Project Description	
GO References Cited		GO Biographical Sketches	Yes
GO Budgets (Including Justification)	01/14/04	GO Current and Pending Support	01/23/04
GO Facilities, Equipment, and Other Resources		GO Supplementary Docs	01/23/04
GO Project Data Form			
Single Copy Documents			
GO PI/Co-PI Information	N/A	GO Add/Delete Non Co-PI Senior Personnel	N/A
GO Deviation Authorization(if applicable)		GO Change PI	
GO List of Suggested Reviewers (optional)		GO Link Collaborative Proposals	N/A
GO Additional Single Copy Documents			

Figure 1 Form Preparation screen. The Go button for Table of Contents is circled.

2. Click the **Go** button for the **Table of Contents** (Figure 1). The **Table of Contents** screen displays (Figure 2).

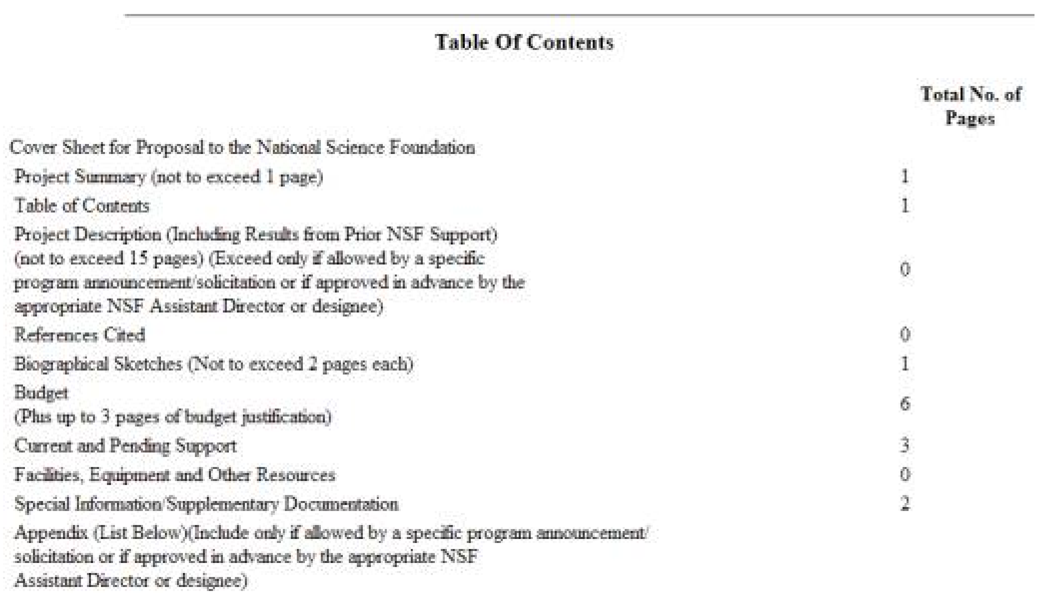


Table Of Contents

	Total No. of Pages
Cover Sheet for Proposal to the National Science Foundation	
Project Summary (not to exceed 1 page)	1
Table of Contents	1
Project Description (Including Results from Prior NSF Support) (not to exceed 15 pages) (Exceed only if allowed by a specific program announcement/solicitation or if approved in advance by the appropriate NSF Assistant Director or designee)	0
References Cited	0
Biographical Sketches (Not to exceed 2 pages each)	1
Budget (Plus up to 3 pages of budget justification)	6
Current and Pending Support	3
Facilities, Equipment and Other Resources	0
Special Information/Supplementary Documentation	2
Appendix (List Below)(Include only if allowed by a specific program announcement/ solicitation or if approved in advance by the appropriate NSF Assistant Director or designee)	

Figure 2 Table of Contents screen. This is a view-only form.

See also:

- Cover Sheet
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

References Cited

What Are References Cited?

References Cited is a listing of the references that you want to cite for a proposal. You may only include bibliographic citations and may not add parenthetical information outside of the 15-page Project Description.

Each reference *must* include:

- Names of all authors in the same sequence in which they appear in the publication
- The title of the article and journal, or title of the book
- Volume number
- Page numbers
- Year of publication
- Web site URL if the document is also available electronically

Work on References Cited

1. Access the **Form Preparation** screen (Figure 1) (see Create a New Proposal, Edit a Proposal, or Create a New Proposal from a Template).

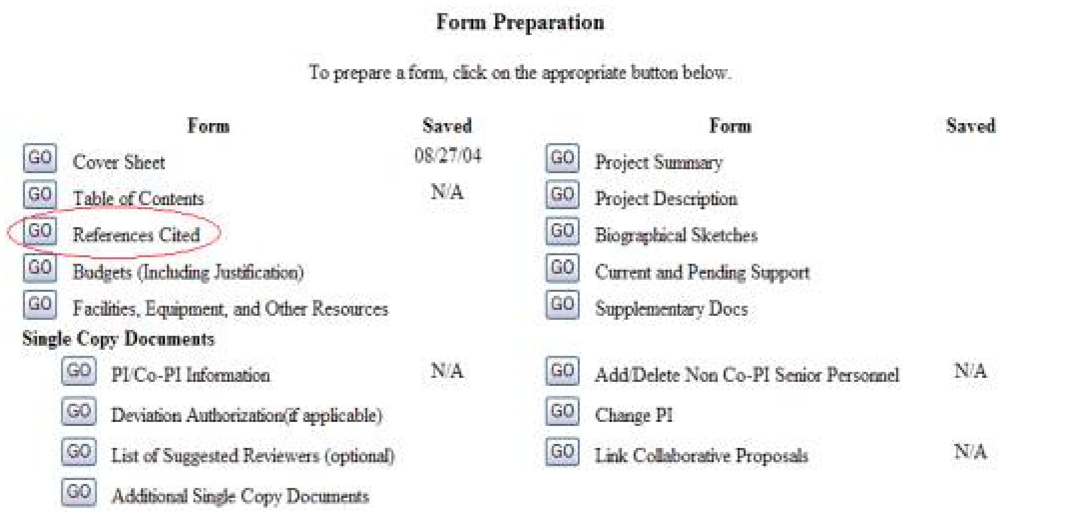


Figure 1 Form Preparation screen. The Go button for References Cited is circled.

2. Click the **Go** button for References Cited (Figure 1). The **References Cited** screen displays (Figure 2).

Figure 2 References Cited screen.

You have these options:
- Enter References Cited in the text box
- Upload References Cited

See also:
- Cover Sheet
- Table of Contents
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

Enter References Cited in the Text Box

1. Access the **References Cited** screen (Figure 1) (see Work on References Cited).

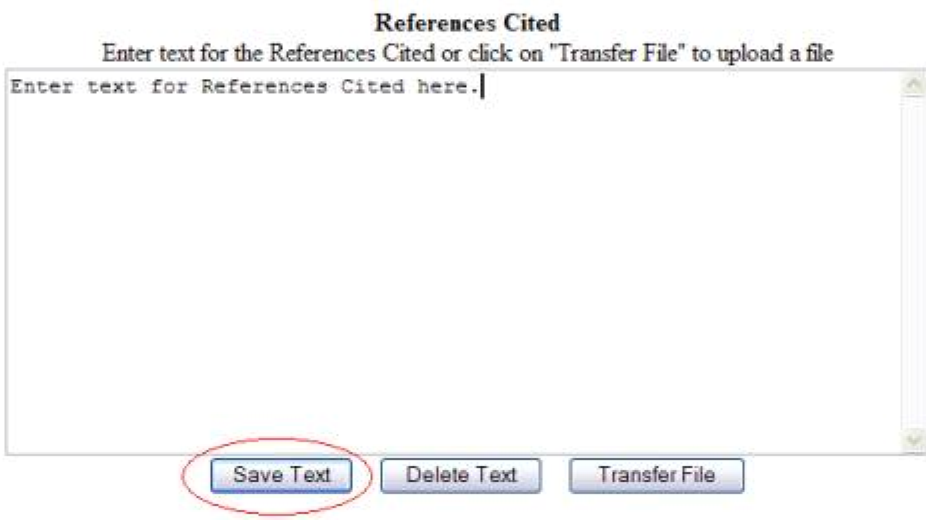


Figure 1 References Cited screen. The Save Text button is circled.

2. Type in or copy and paste the References Cited in the text box (Figure 1).
3. Click the **Save Text** button (Figure 1). A screen displays (Figure 2) with the confirmation message that the References Cited data is saved.

Figure 2 Screen with the message that the References Cited text is saved.

4. Click the **OK** button (Figure 2). The **Form Preparation** screen displays.

Upload References Cited

1. Access the **References Cited** screen (Figure 1) (see Work on References Cited).

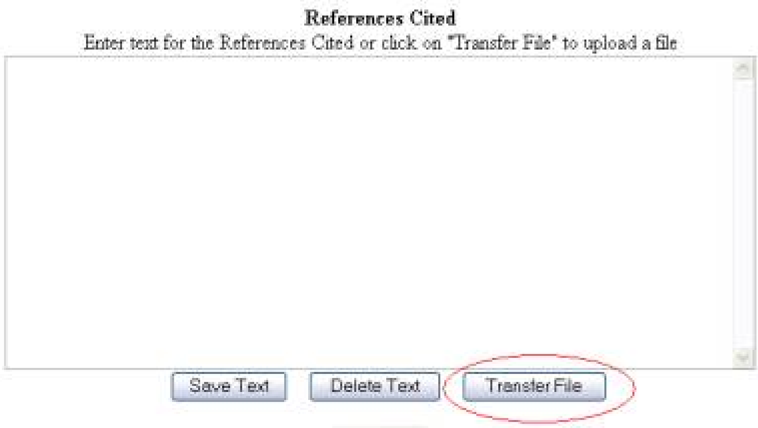


Figure 1 References Cited screen. The Transfer File button is circled.

2. Click the **Transfer File** button (Figure 1). The **References Cited File Upload** screen displays (Figure 2). See Upload a File for directions.

Figure 2 References Cited File Upload screen.

If References Cited have already been uploaded, when you click the **Go** button for References Cited on the **Form Preparation** screen, the **References Cited File Upload** screen displays (Figure 3) with these options:

- Display Current References Cited
- Delete Current References Cited
- Upload a New References Cited (This option automatically replaces the already uploaded file.)

Figure 3 References Cited File Upload screen if a file has already been uploaded.

Display Current References Cited

Click the **Display Current References Cited** button (Figure 3). The previously uploaded References Cited displays in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.

Delete Current References Cited

1. Click the **Delete Current References Cited** button (Figure 3). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Form Preparation** screen displays.

Upload a New References Cited

Follow the directions in Upload a File. Uploading a new References Cited document automatically replaces the previously uploaded file.

Enter a New References Cited in the Text Box

If a References Cited has already been uploaded and you want to enter a new References Cited in the text box, do the following:

1. Click the **Delete Current References Cited** button (Figure 3). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **References Cited File Upload** screen displays (Figure 2).
3. Return to the **Form Preparation** screen.

4. Click the **Go** button for References Cited. The **References Cited** screen displays with the text box (Figure 1). See Enter References Cited in the Text Box for instructions.

Budgets (Including Justification)

What Are Budgets (Including Justification)?

A proposal must have a budget for each year that you are requesting NSF support. It must also have a cumulative budget for the full term of support you request from NSF.
See the *Grant Proposal Guide (GPG)*, Chapter II.C.2.g for details.

You must also justify the proposed budget in the Budgets (Including Justification) component.

The Budget Justification is limited to three pages.

For an overview of the information required in a budget, see What Is the Budget Year Form.

In the Budgets (Including Justification) component you can do the following:
- Add a year for which you will submit a yearly budget
- Enter the budget data for a year, either online or on a downloaded spreadsheet
- Justify the budget
- Copy a budget from one year for another year
- Edit a budget
- Add or change your organization's personnel for whom you are requesting funds

You can add a subcontracting organization for the proposal and do the following for that organization:
- Add a year for which you will submit a yearly budget for that organization
- Create a budget for that organization
- Copy a budget from one year for another year for that organization
- Justify that organization's budget
- Change the PI for that organization
- Change the subcontracting organization, and transfer the personnel and budget from the old organization to the new

You can also:
- Add or delete personnel for whom you are requesting funds for any organization
- Delete a budget year for any organization
- Delete a subcontracting organization

(Click on a link above for the instructions for that function.)

To begin working on Budgets (Including Justification), see Create a Budget for instructions.

Note: The subcontracting organization can access the budget either through the proposal PIN, a Co-PI at the subcontracting organization, or circulation of the budget as a spreadsheet.

See also:
- Cover Sheet

- Table of Contents
- References Cited
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

What Is the Budget Year Form?

The yearly budget form presents the sections for information that are listed below. In no section are you required to supply information.

Senior Personnel

Supply the following for each Senior Person:
- Title
- Number of calendar months working on the project
- Number of academic months working on the project
- Number of summer months working on the project
- Total funds you are requesting for that individual

Other Personnel

List the number of personnel under the following categories:
- Postdoctoral Associate
- Other Professionals
- Graduate Students
- Undergraduate Students
- Secretarial and Clerical
- Other

For the Postdoctoral Associates and Other Professionals, enter:
- Number of calendar months working on the project
- Number of academic months working on the project
- Number of summer months working on the project

Enter the total funds you are requesting for each category.

Fringe Benefits

Enter any funds you are requesting for fringe benefits.

Equipment

List each piece of equipment costing more than $5,000 that you propose to use for the project and the total funds you are requesting for each piece of equipment you list.

Travel

Enter the funds you are requesting for any travel you propose for the project in these categories:
- Domestic travel (United States, Canada, and Mexico)

- International travel

Participant Support Costs

List the total participant costs by:
- Stipend
- Total Subsistence
- Total Travel
- Other

Enter the number of participants.

Other Direct Costs

Enter the amount of funds requested in any of these categories:
- Materials and supplies
- Publication costs/documentation/distribution
- Consultant services
- Computer services [automatic data processing equipment (ADPE)]
- Subcontracting
- Other

Indirect Costs

Enter the following for indirect costs:
- Item
- Rate as a percentage
- Base amount in dollars

Residual Funds

Enter the total amount of residual funds. If you are requesting further support for a current project, see the Award & Administration Guide Chapter I.D.2 and 3.

Cost Sharing

Enter the total amount of funds for cost sharing.

For proposals in which the NSF Solicitation directly calls for cost sharing, the amount entered must not exceed the cost-sharing amount that the Solicitation specifies.

Do not enter cost sharing here if the proposal is unsolicited.

See Create a Budget.

Create a Budget

Create a Budget

1. Access the **Form Preparation** screen (Figure 1) (see Create a New Proposal, Edit a Proposal, or Create a New Proposal from a Template).

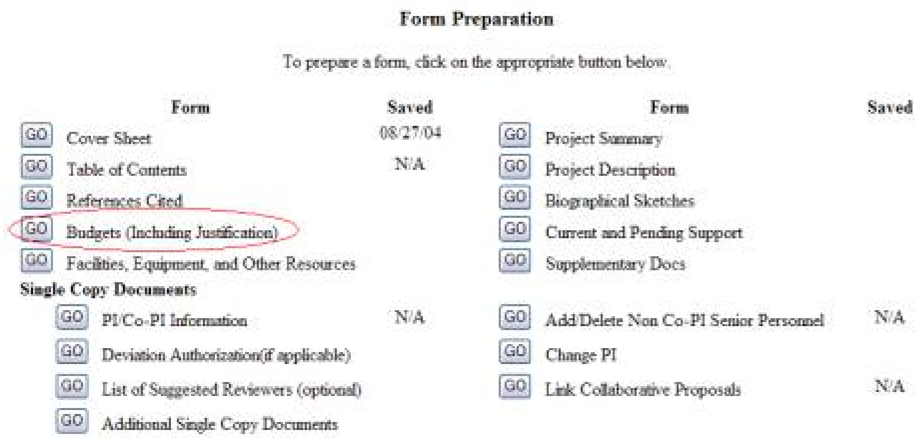


Figure 1 Form Preparation screen. The Go button for Budgets (Including Justification) is circled.

2. Click the **Go** button for Budgets (Including Justification) (Figure 1). The **Project Budget** screen displays (Figure 2). The **Project Budget** screen is the gateway for creating a budget for your organization or for a partnering organization for the proposal. There are three steps for creating a budget:
   - Step 1 Add a year for which you will create the budget
   - Step 2 Enter the budget data—either in the online form or offline in an Excel spreadsheet
   - Step 3 Justify the budget

   Click on a link above for instructions for that step.

Figure 2 Project Budget screen.

See also:

- Copy a Budget from One Year for Another Year
- Edit a Budget
- Add or Delete Senior Personnel
- Delete a Budget Year
- Work on a Budget for a Subcontracting Organization

Step 1 Add a Year

1. Access the **Project Budget** screen (Figure1) (see Create a Budget).

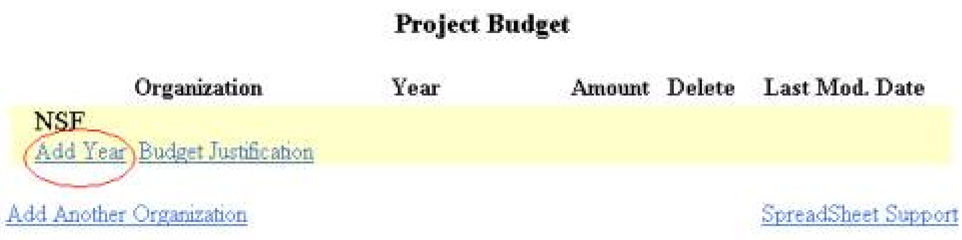


Figure 1 Project Budget screen. The Add Year link is circled.

2. Click **Add Year** under the name of your organization (Figure 1). The **Budget Year Add** screen displays (Figure 2) for your organization.

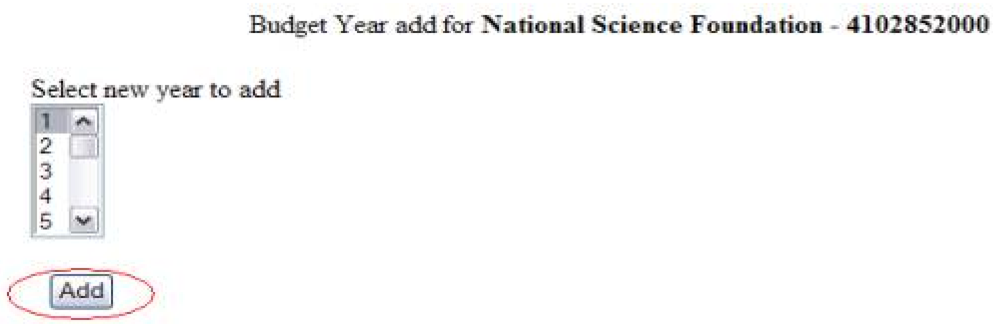


Figure 2 Budget Year Add screen. The Add button is circled.

3. Highlight a year to add from the **Select New Year to Add** drop-down list (Figure 2).
4. Click the **Add** button (Figure 2). The **Project Budget** screen displays (Figure 3) with the year listed in the **Year** column for your organization. The screen also displays **Funds** and **Personnel** links for that budget year. Now you are ready to enter the budget data for that year.

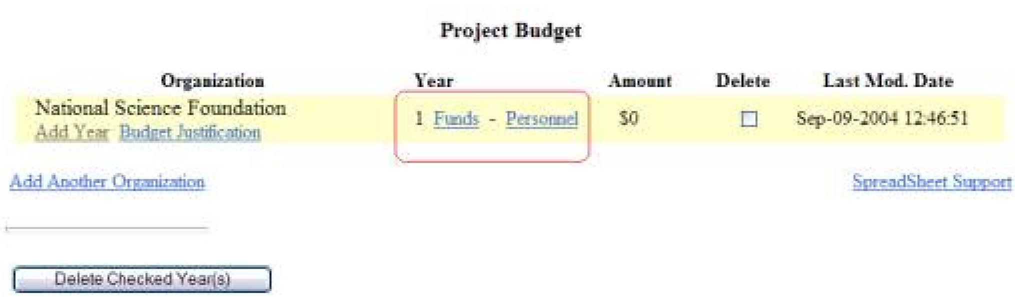


Figure 3 Project Budget screen with Year 1 added for creating a budget. The Funds link and the Personnel link are circled.

See also:
- Step 2 Enter the budget data
- Step 3 Justify the budget

Step 2 Enter Budget Data

Step 2 Enter the Budget Data

1. Access the **Project Budget** screen (Figure 1) (see Create a Budget).

Figure 1 Project Budget screen. The Funds link and the Spreadsheet Support link are circled.

2. Complete Step 1 Add a Year. Now you are ready to enter the budget data. You have these options for entering the budget data:
   - On the **Project Budget** screen (Figure 1), click **Spreadsheet Support** to complete the budget offline.
   - On the **Project Budget** screen (Figure 1), click **Funds** on the line for that budget year to enter the budget data online.

Step 2 Enter the Budget Data

1. Access the **Project Budget** screen (Figure 1) (see Create a Budget).

Figure 1 Project Budget screen. The Funds link and the Spreadsheet Support link are circled.

2. Complete Step 1 Add a Year. Now you are ready to enter the budget data. You have these options for entering the budget data:
   - On the **Project Budget** screen (Figure 1), click **Spreadsheet Support** to complete the budget offline.
   - On the **Project Budget** screen (Figure 1), click **Funds** on the line for that budget year to enter the budget data online.

Complete the Budget Offline

1. Access the **Project Budget** screen (Figure 1) (see Step 2 Enter the Budget Data).

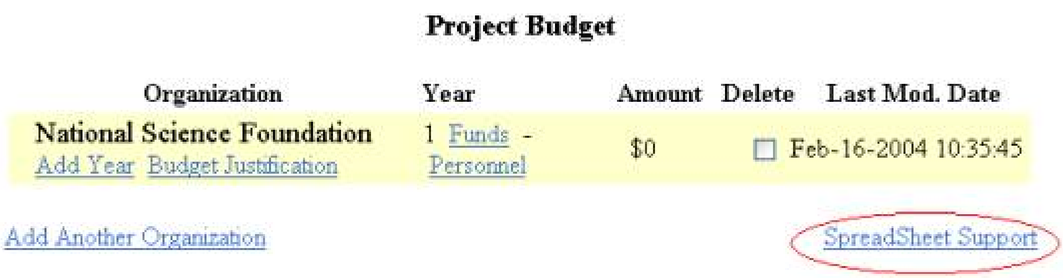


Figure 1 Project Budget screen. The Spreadsheet Support link is circled.

2. Click **Spreadsheet Support** (Figure 1). The **Spreadsheet Support Select Organization** screen displays (Figure 2).

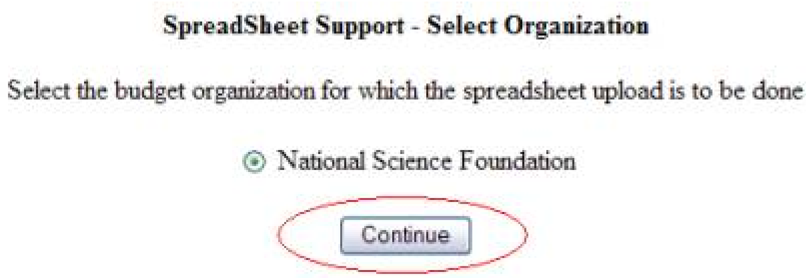


Figure 2 Spreadsheet Support Select Organization screen. The Continue button is circled.

3. Click the radio button for the organization for which you are creating the budget (Figure 2).
4. Click the **Continue** button (Figure 2). The **Spreadsheet Support** screen displays (Figure 3).

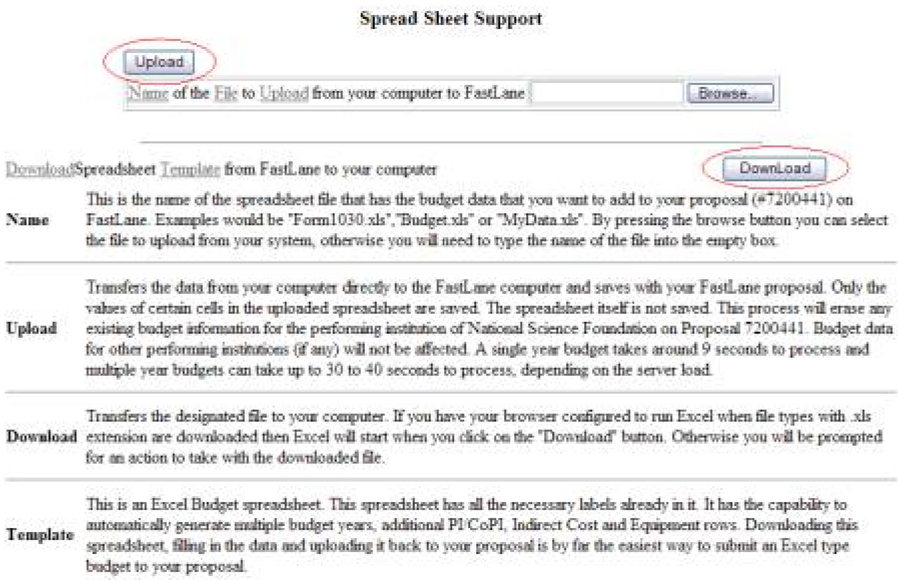


Figure 3 Spreadsheet Support screen. The Download link and the Upload link are circled.

5. Click the **Download** button to download the Spreadsheet template (Figure 3).
6. Save the Excel spreadsheet to your computer with a new name.
7. Enter the budget data into the Excel spreadsheet offline using the instructions accompanying the template.
8. When finished, on the **Spreadsheet Support** screen (Figure 3), upload the completed spreadsheet to FastLane. See Upload a File.

Enter the Budget Data Online

1. Access the **Project Budget** screen (Figure 1) (see Step 2 Enter the Budget Data).

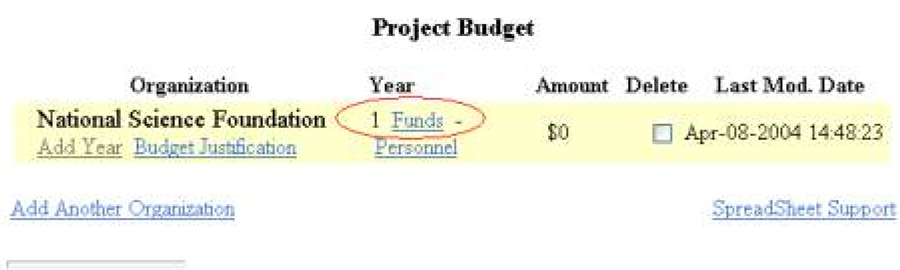


Figure 1 Project Budget screen with the Funds link circled.

2. Click **Funds** on the line for the year for which you want to create a budget (Figure 1). The **Budget Year** screen displays (Figure 2).

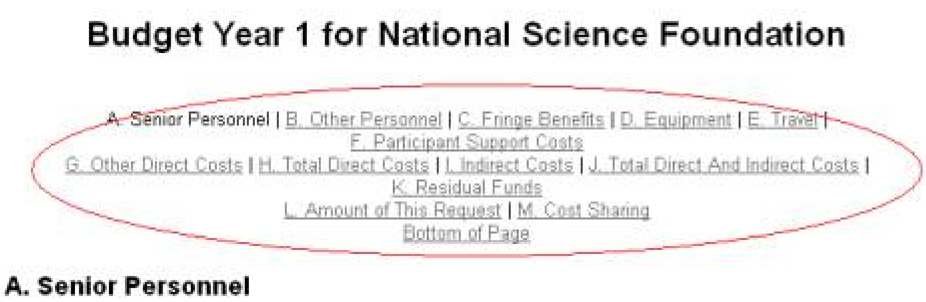


Figure 2 Upper portion of the Budget Year form screen with the navigating links for the Budget sections.

Navigate the Budget Year Screen

- The top of the **Budget Year** form screen has links to all sections of the budget. To navigate the **Budget Year** form screen (Figure 2), click on any of the links to sections that you want to view or work on:
  - Senior Personnel
  - Other Personnel
  - Fringe Benefits
  - Equipment
  - Travel
  - Participant Support Costs
  - Other Direct Costs
  - Indirect Costs
  - Residual Funds

- Cost Sharing

(Click on a link above for instructions on how to complete that section of the **Budget Year** screen.)

- In each section, you can click the **Calculate** button (Figure 3), and FastLane will calculate the totals for that section.

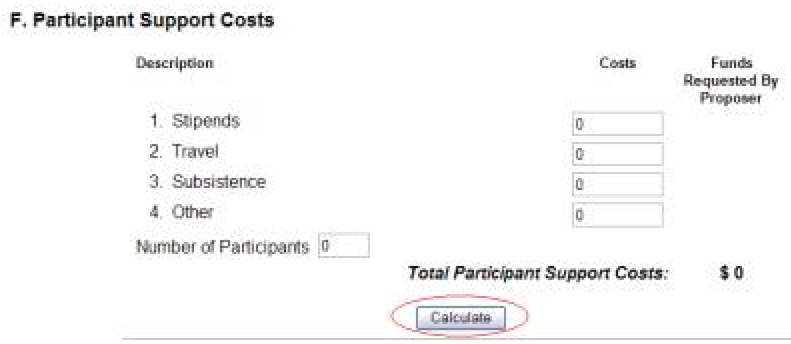


Figure 3 Calculate button, for example, in the Participant Support Costs section of the Budget Year screen.

- Click the **Calculate and Save** button often at the bottom of the screen (Figure 4), to save the data as you work through the different sections of the **Budget Year** screen.

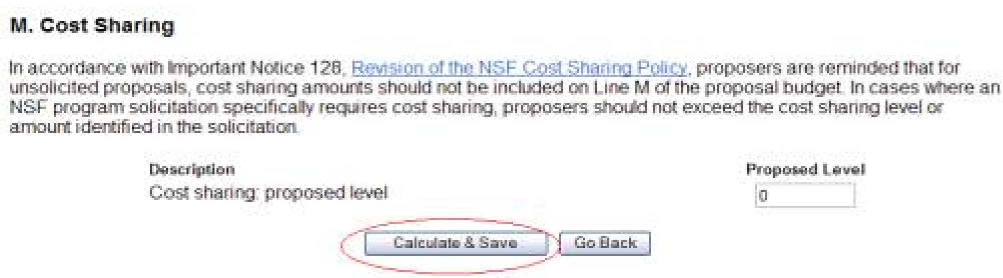


Figure 4 Calculate and Save button at the bottom of the Budget Year screen.

See also Save and Calculate the Budget.

Senior Personnel

1. Access the **Budget Year** screen (Figure 1) (see Enter the Budget Data Online).

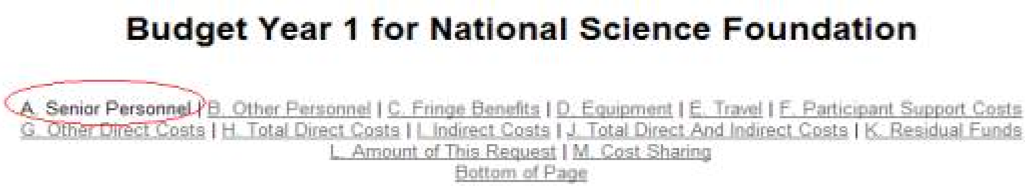


Figure 1 Budget Year screen. The Senior Personnel link is circled.

2. Click **Senior Personnel** (Figure 1). The **Senior Personnel** section of the **Budget Year** screen displays (Figure 2) with a listing of the Senior Personnel assigned to the proposal.

Figure 2 Senior Personnel section of the Budget Year form screen.

3. For each individual listed (Figure 2), enter the following:
   - In the **Title** box, type the individual's title.
   - In the **Calendar Months** box, type the total number of calendar months the person will work on the project.
   - In the **Academic Months** box, type the number of academic months the person will work on the project.
   - In the **Summer Months** box, type the number of summer months the person will work on the project.
   - In the **Funds Requested by the Proposer** box, type the amount of funds requested for the individual (no dollar signs, no commas).
4. When you have finished typing the information for all senior personnel, click the **Calculate** button (Figure 2) to calculate the total amount you are requesting for all senior personnel listed.

All fields are optional.

If you need to add or delete personnel to the ***Senior Persons*** *list*, click the **Add/Remove Senior Personnel** button (Figure 2). The **Budget Personnel** screen displays (Figure 3). See Add a Senior Person or Delete a Senior Person for instructions on adding or removing a senior person.

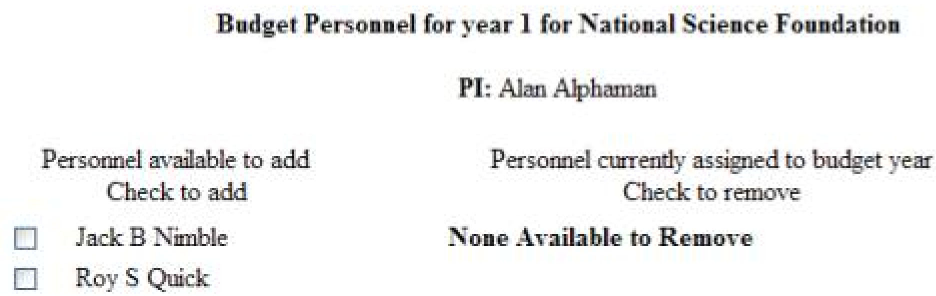


Figure 3 Budget Personnel screen.

See also:

- Senior Personnel
- Other Personnel
- Fringe Benefits
- Equipment
- Travel
- Participant Support Costs
- Other Direct Costs
- Indirect Costs
- Residual Funds
- Cost Sharing
- Save and calculate the budget

Other Personnel

1. Access the **Budget Year** screen (Figure 1) (see Enter the Budget Data Online).

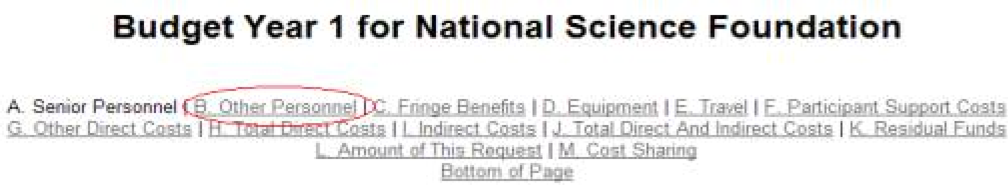


Figure 1 Budget Year screen. The Other Personnel link is circled.

2. Click **Other Personnel** (Figure 1). The **Other Personnel** section of the **Budget Year** screen displays (Figure 1).

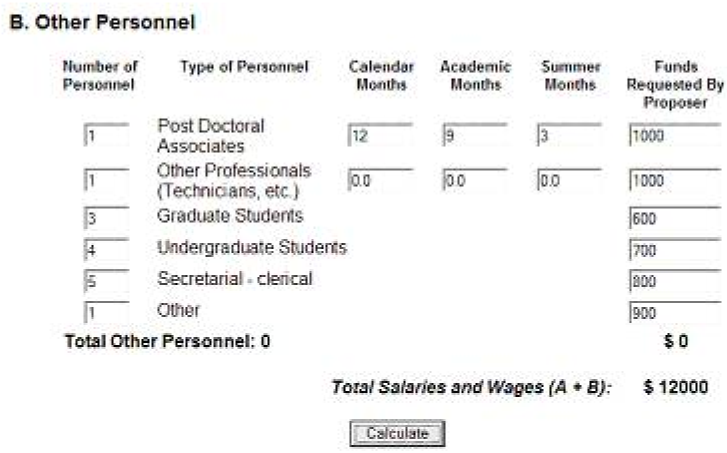


Figure 2 Other Personnel section of the Budget Year screen.

3. For each category of **Type of Personnel** (Figure 2), enter the following:
   - In the **Number of Personnel** box, type the number of personnel in that category.
   - In the **Calendar Months** box, type the total number of calendar months the person will work on the project.
   - In the **Academic Months** box, type the number of academic months the person will work on the project.
   - In the **Summer Months** box, type the number of summer months the person will work on the project
   - In the **Funds Requested by the Proposer** box, type the amount of funds requested for the individual (no dollar signs, no commas).
4. When you have finished typing the information for all types of other personnel, click the **Calculate** button (Figure 2) to calculate the total amount you are requesting for all other personnel.

All fields are optional.

See also:

- Senior Personnel
- Other Personnel
- Fringe Benefits
- Equipment
- Travel
- Participant Support Costs
- Other Direct Costs
- Indirect Costs
- Residual Funds
- Cost Sharing
- Save and calculate the budget

Fringe Benefits

1. Access the **Budget Year** screen (Figure 1) (see Enter the Budget Data Online).

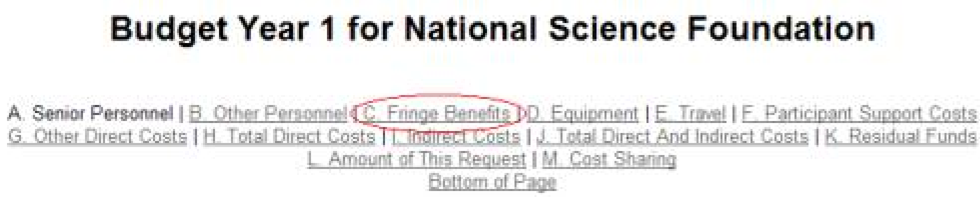


Figure 1 Budget Year screen. The Fringe Benefits link is circled.

2. Click **Fringe Benefits** (Figure 1). The **Fringe Benefits** section of the **Budget Year** screen displays (Figure 2).

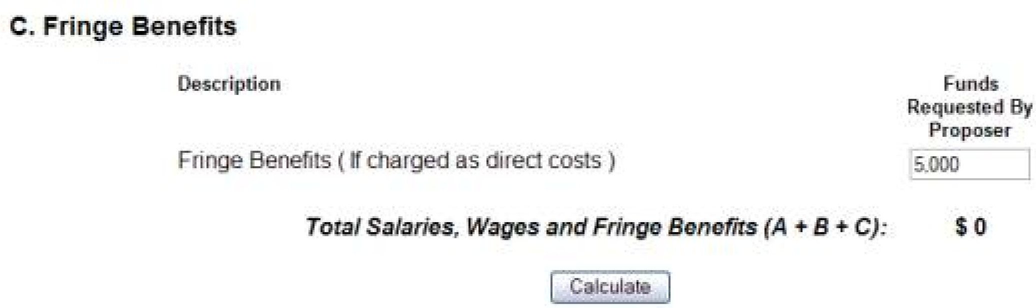


Figure 2 Fringe Benefits section of the Budget Year screen.

3. In the **Funds Requested by Proposer** box (Figure 2), type the amount of funds you are requesting for fringe benefits (no dollar signs, no commas).
4. Click the **Calculate** button (Figure 2) to total the amount of total salaries, wages, and fringe benefits you are requesting.

See also:

- Senior Personnel
- Other Personnel
- Fringe Benefits
- Equipment
- Travel
- Participant Support Costs
- Other Direct Costs
- Indirect Costs
- Residual Funds
- Cost Sharing
- Save and calculate the budget

Equipment

1. Access the **Budget Year** screen (Figure 1) (see Enter the Budget Data Online).

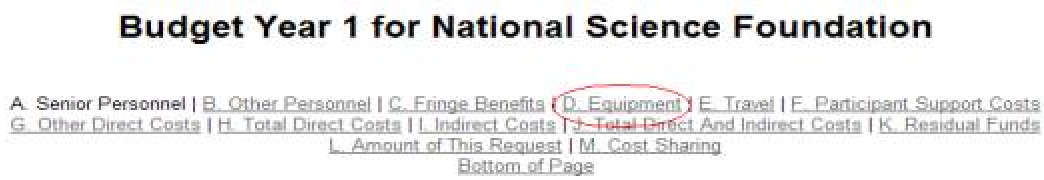


Figure 1 Budget Year screen. The Equipment link is circled.

2. Click **Equipment** (Figure 1). The **Equipment** section of the **Budget Year** screen displays (Figure 2).

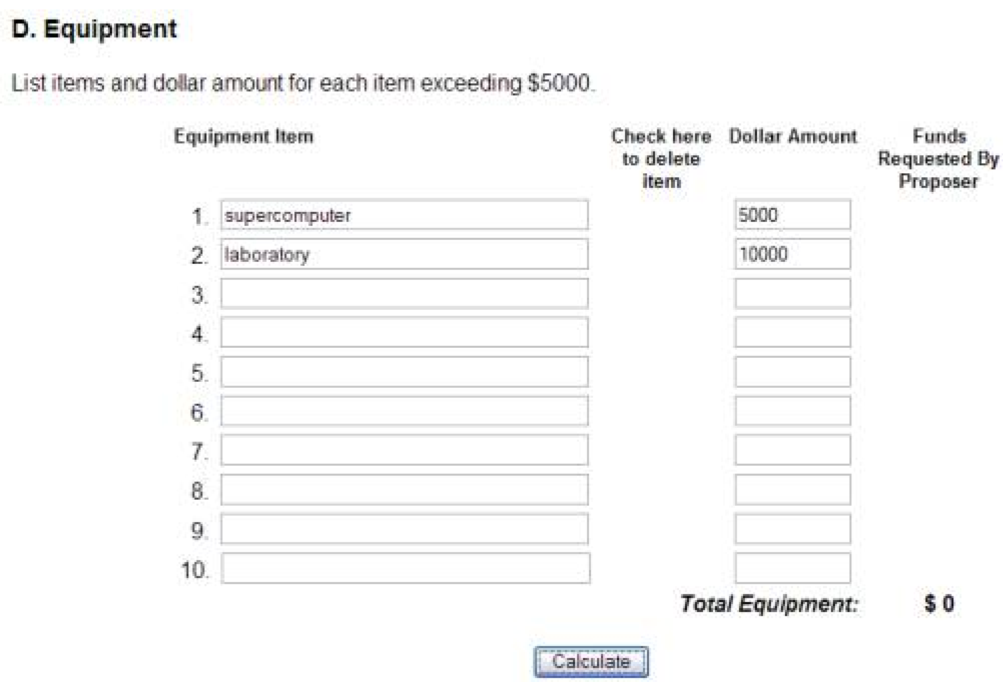


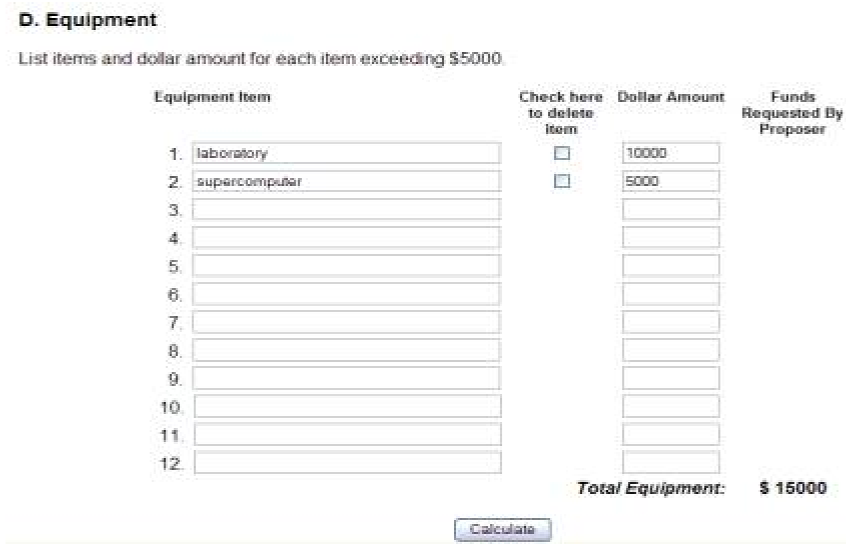
Figure 2 Equipment section of the Budget Year screen.

3. In the **Equipment Item** column (Figure 2), type in the boxes provided each equipment item for the project for which you need funding exceeding $5,000.
4. In the boxes for **Dollar Amount** (Figure 2), type the amount of Funds Requested by Proposer next to each item of equipment listed (no dollar signs, no commas).
5. Click the **Calculate** button (Figure 2) to calculate the total amount you are requesting for equipment items that cost more than $5,000.

After you have calculated the section, you can also delete an item:

1. Under the **Check Here to Delete Item** column (Figure 3), check the box for the item you want to delete.

2. Click the **Calculate** button again (Figure 3).


D. Equipment

List items and dollar amount for each item exceeding $5000

	Equipment Item	Check here to delete item	Dollar Amount	Funds Requested By Proposer
1.	laboratory	☐	10000	
2.	supercomputer	☐	5000	
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
			Total Equipment:	**$ 15000**

Calculate

Figure 3 Equipment section of the Budget Year screen after you have clicked the Calculate button.

See also:

- Senior Personnel
- Other Personnel
- Fringe Benefits
- Equipment
- Travel
- Participant Support Costs
- Other Direct Costs
- Indirect Costs
- Residual Funds
- Cost Sharing
- Save and calculate the budget

Travel

1. Access the **Budget Year** screen (Figure 1) (see Enter the Budget Data Online).

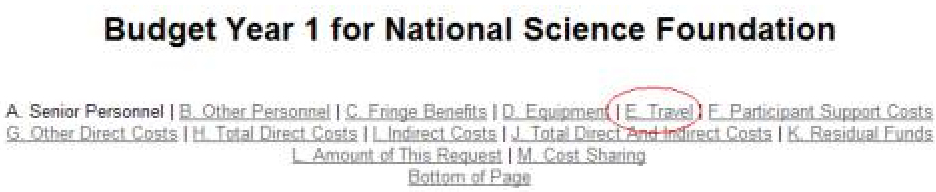


Figure 1 Budget Year screen. The Travel link is circled.

2. Click **Travel** (Figure 1). The **Travel** section of the **Budget Year** screen displays (Figure 2).

Figure 2 Travel section of the Budget Year form screen.

3. In the **Travel Domestic** box (Figure 2), type the amount of total funds you are requesting for all domestic travel for the project (no dollar signs, no commas).
4. In the **Travel Foreign** box (Figure 2), type the amount of total funds you are requesting for all international travel for the project (no dollar signs, no commas).
5. Click the **Calculate** button (Figure 2) to calculate the total amount you are requesting for all travel.

See also:

- Senior Personnel
- Other Personnel
- Fringe Benefits
- Equipment
- Travel
- Participant Support Costs
- Other Direct Costs
- Indirect Costs
- Residual Funds
- Cost Sharing
- Save and calculate the budget

Participant Support Costs

1. Access the **Budget Year** screen (Figure 1) (see Enter the Budget Data Online).

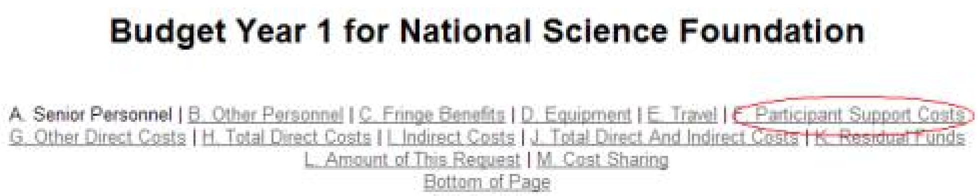


Figure 1 Budget Year screen. The Participant Support Costs link is circled.

2. Click **Participant Support Costs** (Figure 1). The **Participant Support Costs** section of the **Budget Year** screen displays (Figure 2).

Figure 2 Participant Support Costs section of the Budget Year screen.

3. Under the **Costs** column (Figure 2), type the amounts you are requesting for costs of those who are participating in the project for short periods of time:
   - In the **Stipends** box, type the amount of funds for stipends for participants (no dollar signs, no commas).
   - In the **Travel** box, type the amount of funds for travel for participants (no dollar signs, no commas).
   - In the **Subsistence** box, type the amount of funds for subsistence for participants (no dollar signs, no commas).
   - In the **Other** box, type the amount of funds for other costs associated with participant support costs (no dollar signs, no commas).
4. In the **Number of Participants** box (Figure 2), type the number of participants for whom you are requesting the funds.
5. Click the **Calculate** button (Figure 2) to calculate the total amount of funds for participant support costs.

See also:

- Senior Personnel
- Other Personnel
- Fringe Benefits
- Equipment
- Travel
- Participant Support Costs
- Other Direct Costs
- Indirect Costs
- Residual Funds
- Cost Sharing
- Save and calculate the budget

Other Direct Costs

1. Access the **Budget Year** screen (Figure 1) (see Enter the Budget Data Online).

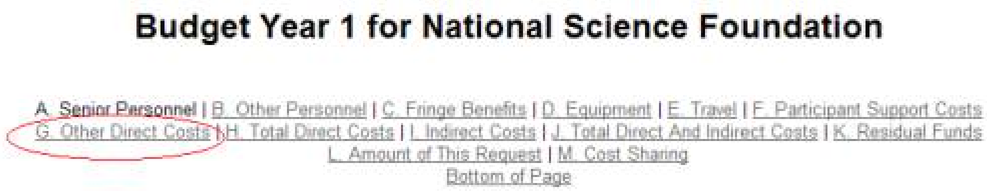


Figure 1 Budget Year screen. The Other Direct Costs link is circled.

2. Click **Other Direct Costs** (Figure 2). The **Other Direct Costs** section of the **Budget Year** screen displays (Figure 2).

Figure 2 Other Direct Costs section of the Budget Year screen.

3. Type in the amounts you are requesting under the **Funds Requested by Proposer** column (Figure 2):
   - In the **Materials and Supplies** box, type the amount of funds for materials and supplies (no dollar signs, no commas).
   - In the **Publication Costs/Documentation/Distribution** box, type the amount of funds for publication costs, documentation, and distribution (no dollar signs, no commas).
   - In the **Consultant Services** box, type the amount of funds for consultant services (no dollar signs, no commas).
   - In the **Computer (ADPE) Services** box, type the amount of funds for automatic data processing equipment (ADPE) (no dollar signs, no commas).
   - In the **Subcontracts** box, type the amount of funds for any subcontracts (no dollar signs, no commas).
   - In the **Other** box, type the amount of funds for any other direct costs (no dollar signs, no commas).
4. Click the **Calculate** button (Figure 2) to calculate the total amount of funding for other direct costs.

See also:

- Senior Personnel
- Other Personnel
- Fringe Benefits
- Equipment
- Travel
- Participant Support Costs
- Other Direct Costs
- Indirect Costs
- Residual Funds
- Cost Sharing
- Save and calculate the budget

Indirect Costs

1. Access the **Budget Year** screen (Figure 1) (see Enter the Budget Data Online).

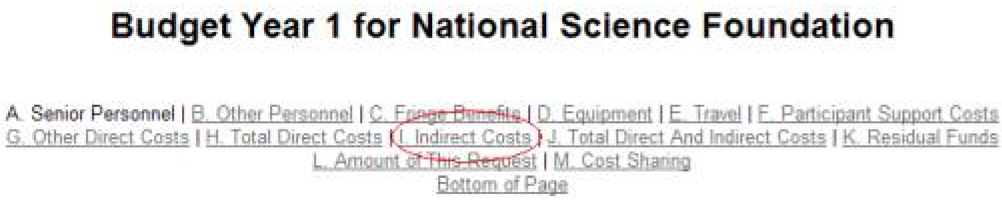


Figure 1 Budget Year screen. The Indirect Costs link is circled.

2. Click **Indirect Costs** (Figure 1). The **Indirect Costs** section of the **Budget Year** screen displays (Figure 1).

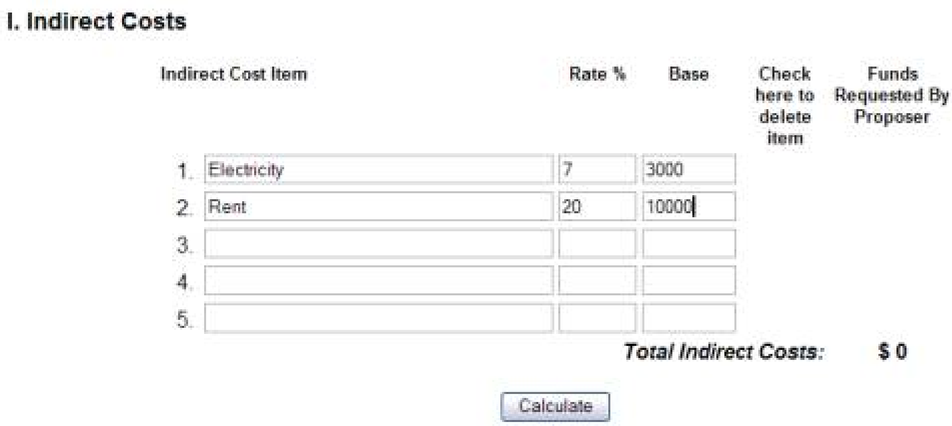
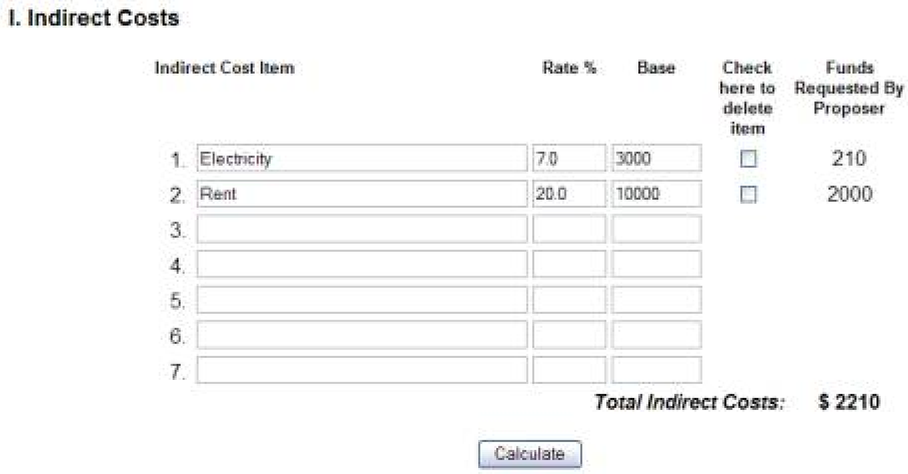


Figure 2 Indirect Costs section of the Budget Year screen.

3. Under the **Indirect Cost Item** column (Figure 2), type in the boxes any items that represent an indirect cost.
4. Under the **Rate %** column (Figure 2), type the rate in percentage of the indirect cost item listed (no percent sign).
5. Under the **Base** column (Figure 2), type the base rate for the cost of each indirect cost item (no dollar signs, no commas).
6. Click the **Calculate** button (Figure 2) to calculate the total amount you are requesting for indirect costs. The **Indirect Costs** section of the **Budget Year** screen displays (Figure 3) with the amounts for each indirect cost item and the total amount of funding requested for indirect costs.



I. Indirect Costs

	Indirect Cost Item	Rate %	Base	Check here to delete item	Funds Requested By Proposer
1.	Electricity	7.0	3000	☐	210
2.	Rent	20.0	10000	☐	2000
3.					
4.					
5.					
6.					
7.					
				Total Indirect Costs:	**$ 2210**

Calculate

Figure 3 Indirect Costs section of the Budget Year screen, after you have clicked the Calculate button.

After you have calculated the section, you can also delete an indirect cost item:

1. Under the **Check Here to Delete Item** column (Figure 3), check the box for the item you want to delete.
2. Click the **Calculate** button again (Figure 3).

See also:
- Senior Personnel
- Other Personnel
- Fringe Benefits
- Equipment
- Travel
- Participant Support Costs
- Other Direct Costs
- Indirect Costs
- Residual Funds
- Cost Sharing
- Save and calculate the budget

Residual Funds

1. Access the **Budget Year** screen (Figure 1) (see Enter the Budget Data Online).

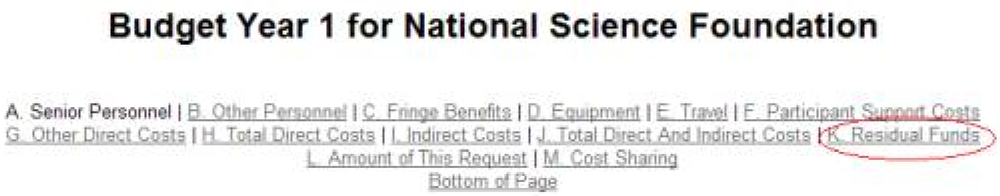


Figure 1 Budget Year screen. The Residual Funds link is circled.

2. Click **Residual Funds** (Figure 1). The **Residual Funds** section of the **Budget Year** screen displays (Figure 2).

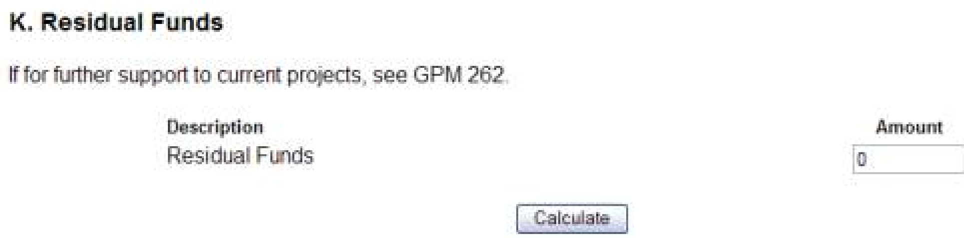


Figure 2 Residual Funds section of the Budget Year screen.

3. In the **Amount** box (Figure 2), type the amount of residual funds you are requesting (no dollar signs, no commas).
4. Click the **Calculate** button (Figure 2) to confirm the total amount of residual funds you are requesting.

See also:

- Senior Personnel
- Other Personnel
- Fringe Benefits
- Equipment
- Travel
- Participant Support Costs
- Other Direct Costs
- Indirect Costs
- Residual Funds
- Cost Sharing
- Save and calculate the budget

Cost Sharing

Enter an amount for cost sharing *only if the proposal is unsolicited.*

1. Access the **Budget Year** screen (Figure 1) (see Enter the Budget Data Online).

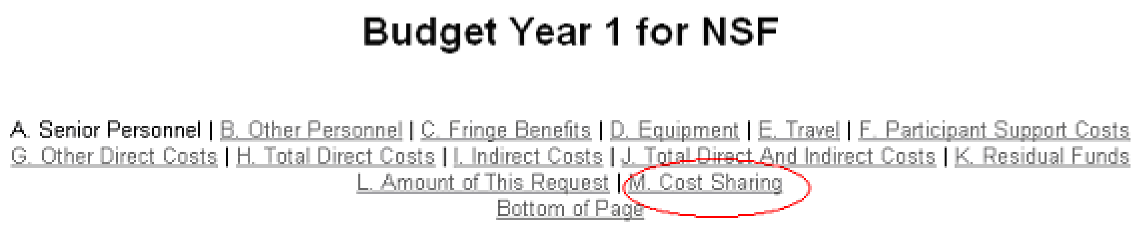


Figure 1 Budget Year screen. The Cost Sharing link is circled.

2. Click **Cost Sharing** (Figure 1). The **Cost Sharing** section of the **Budget Year** screen displays (Figure 1).

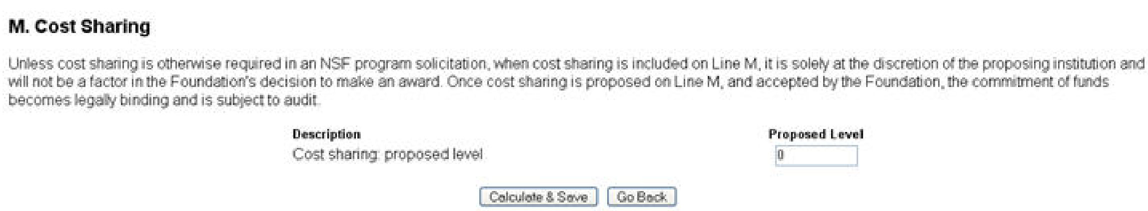


Figure 2 Cost Sharing section of the Budget Year form screen.

3. In the **Proposed Level** box (Figure 2), type the proposed level of cost sharing (no dollar signs, no commas).

See also:

- Senior Personnel
- Other Personnel
- Fringe Benefits
- Equipment
- Travel
- Participant Support Costs
- Other Direct Costs
- Indirect Costs
- Residual Funds
- Cost Sharing
- Save and calculate the budget

Save and Calculate the Budget

1. Access the **Budget Year** screen (Figure 1) (see Enter the Budget Data Online).

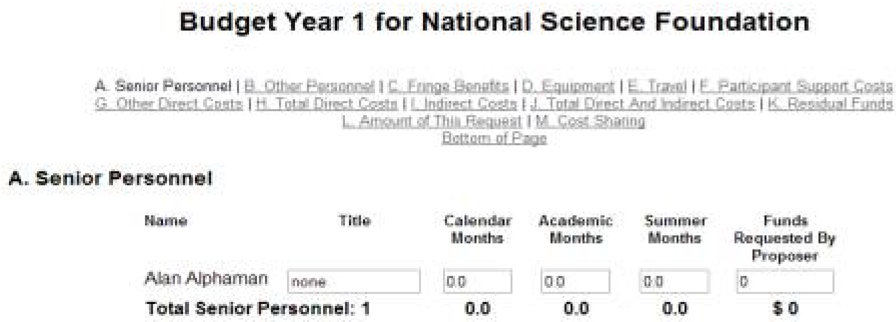


Figure 1 Upper portion of the Budget Year screen.

2. Whenever you finish a session or when you have finished entering the budget data, click the **Calculate and Save** button at the bottom of the **Budget Year** screen (Figure 2). The calculated amount for the entire budget for that year displays in the **Amount of This Request** section of the **Budget Year** screen (Figure 3).

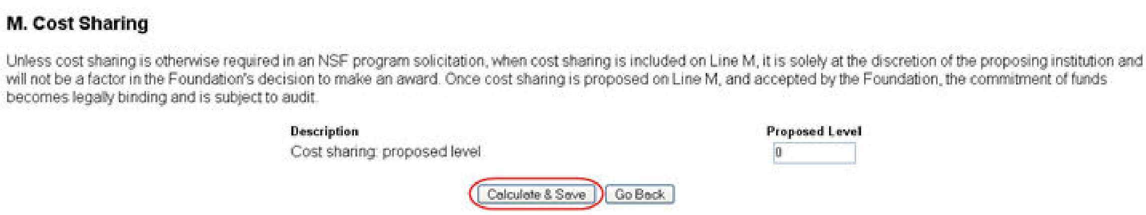


Figure 2 Calculate and Save button (circled) at the bottom of the Budget Year screen.

Figure 3 Amount of This Request section of the Budget Year screen with the total amount of the budget for that year displayed.

3. Click the **Go Back** button (Figure 2) at the bottom of the **Budget Year** screen. The **Project Budget** screen displays (Figure 4) with the budget total for that year shown.

Figure 4 Project Budget screen. The budget total is circled for the year you entered data.

Step 3 Justify the Budget

1. Access the **Project Budget** screen (Figure 1) (see Create a Budget).

Figure 1 Project Budget screen. The Budget Justification link is circled.

2. Click **Budget Justification** (Figure 1). The **Budget Justification** screen displays (Figure 2).

Figure 2 Budget Justification screen.

You have these options:
- Enter the Budget Justification in the text box
- Upload the Budget Justification

Enter the Budget Justification in the Text Box

1. Type in or copy and paste the Budget Justification in the text box (Figure 2).

2. Click the **Save Text** button (Figure 2). The **Project Budget** screen (Figure 1) displays.

Upload the Budget Justification

On the **Budget Justification** screen (Figure 3), click the **Transfer File** button. The **Budget Justification File Upload** screen displays (Figure 3). See Upload a File for directions.

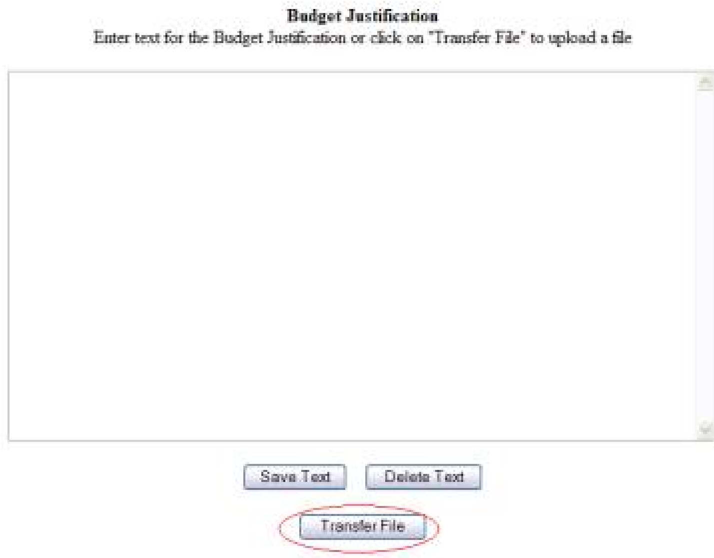


Figure 3 Budget Justification screen. The Transfer File button is circled.

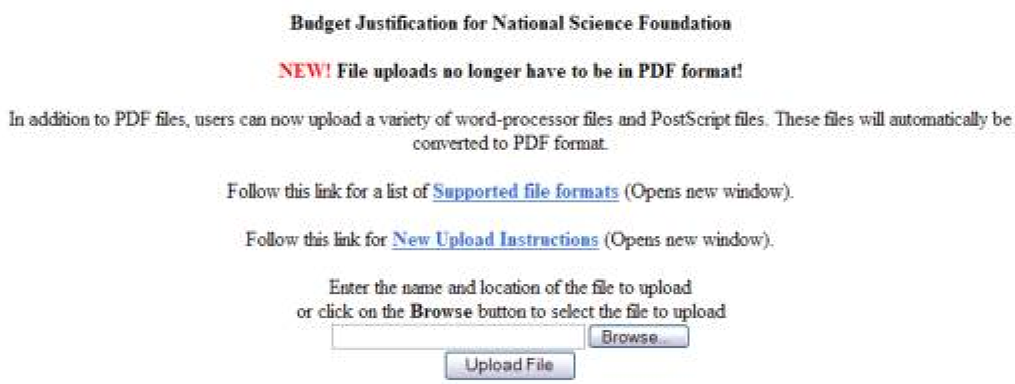


Figure 4 Budget Justification File Upload screen.

When a Budget Justification has been uploaded, the **Budget Justification File Upload** screen displays as in Figure 5. This screen gives you three options:

- Display Current Budget Justification
- Delete Current Budget Justification

- Upload a New Budget Justification (This option automatically replaces the already uploaded Budget Justification.)

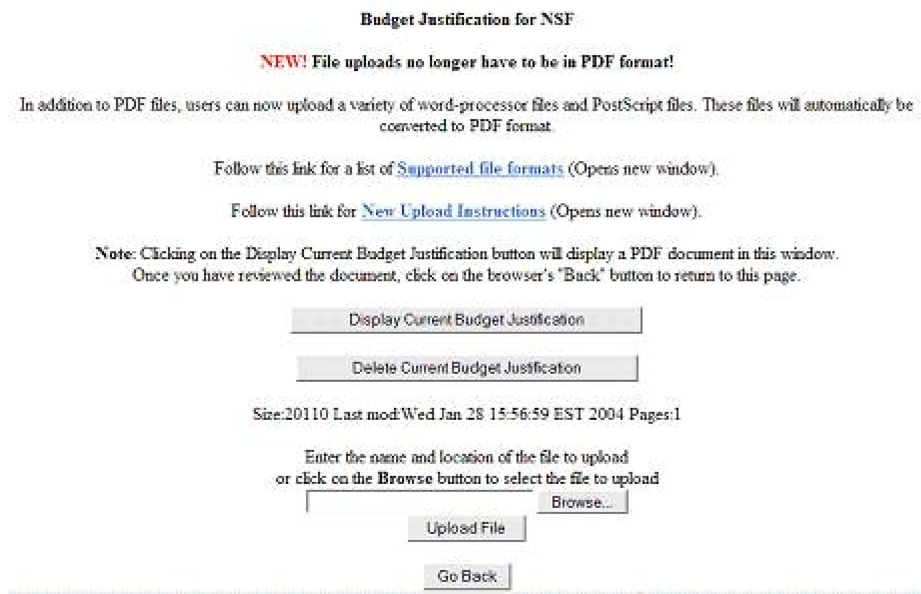


Figure 5 Budget Justification File Upload screen if a Justification has been uploaded.

Display Current Justification

On the **Budget Justification File Upload** screen (Figure 5), click the **Display Current Budget Justification** button. The previously uploaded Budget Justification displays in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.

Delete Current Budget Justification

1. On the **Budget Justification File Upload** screen (Figure 5), click the **Delete Current Budget Justification** button. A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **Yes** button. The **Budget Justification File Upload** screen displays as in Figure 4.

Upload a New Budget Justification

Follow the directions in Upload a File. Uploading a new Budget Justification automatically replaces the previous one.

Copy a Budget from One Year for Another Year

If you have completed a budget for one year, you can copy that budget for another year. If you need to edit the copied budget, see Edit a Budget.

1. Access the **Project Budget** screen (Figure 1) (see Create a Budget).

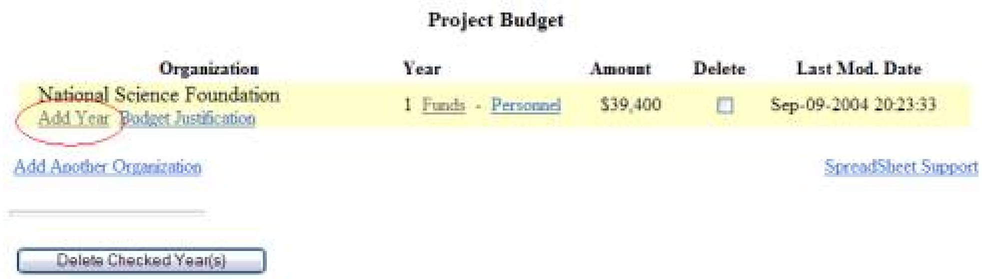


Figure 1 Project Budget screen. The Add Year link is circled.

2. Click **Add Year** under your organization's name (Figure 1). The **Add Year** screen displays (Figure 2) for your organization with two lists on the page:
   - The list of budget years you can add to create a budget
   - The list of budget years for which a budget exists

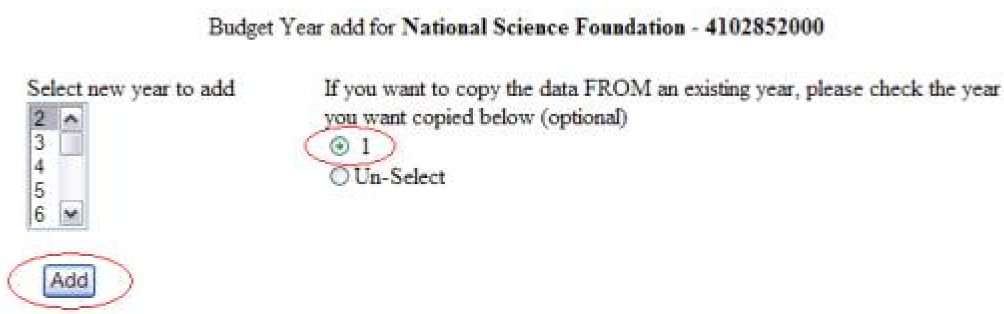


Figure 2 Budget Year Add screen with a list of years to add (left) and a list of years for which a budget exists (right). The Add button and the radio button for a year are circled.

3. Highlight a year to add from the **Select New Year to Add** list (Figure 2).
4. On the right side of the **Budget Year Add** screen (Figure 2), click the radio button for the year you want to copy the budget from.
5. Click the **Add** button (Figure 2). The **Project Budget** screen displays (Figure 3) with the copied budget listed for the year you selected.

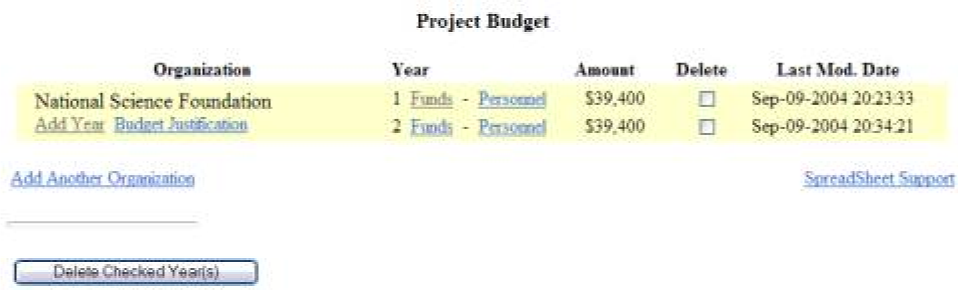


Figure 3 Project Budget screen with the new budget listed for the newly selected year.

See also:
- Create a Budget
- Edit a Budget
- Add or Delete Senior Personnel
- Delete a Budget Year
- Work on a Budget for a Subcontracting Organization

Edit a Budget

1. Access the **Project Budget** screen (Figure 1) (see Create a Budget).

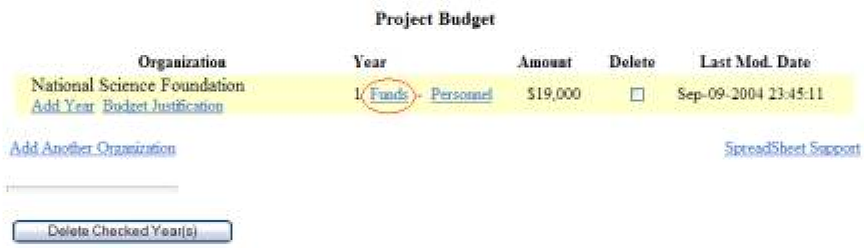


Figure 1 Project Budget screen. The Funds link is circled for a budget year.

2. Click **Funds** for the budget year that you want to edit. The **Budget Year** screen displays (Figure 2) for that year's budget.

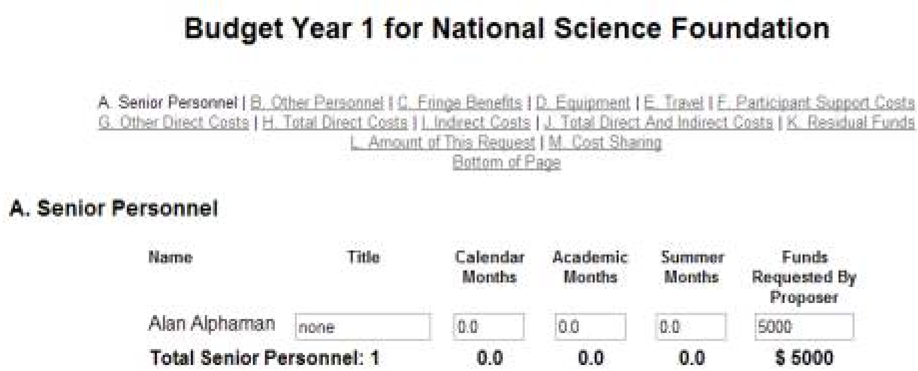


Figure 2 Budget Year screen.

3. Edit the budget as you require (see Enter Budget Data Online for instructions).
4. Click the **Calculate and Save** button at the bottom of the screen (Figure 3) when you are finished.

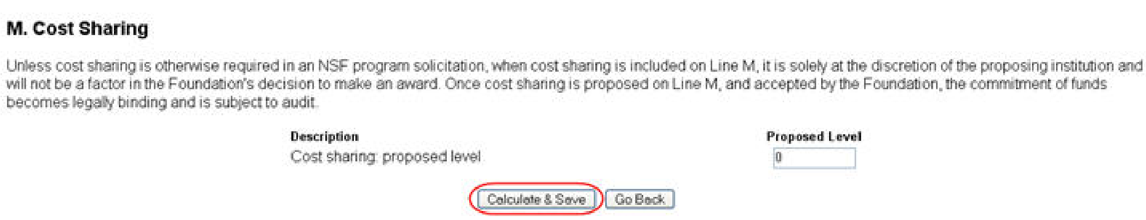


Figure 3 Calculate and Save button (circled) at the bottom of the Budget Year screen.

See also:

- Create a Budget
- Copy a Budget from One Year for Another Year

- Add or Delete Senior Personnel
- Delete a Budget Year
- Work on a Budget for a Subcontracting Organization

Add or Delete Senior Personnel

1. Access the **Project Budget** screen (Figure 1) (see Create a Budget).

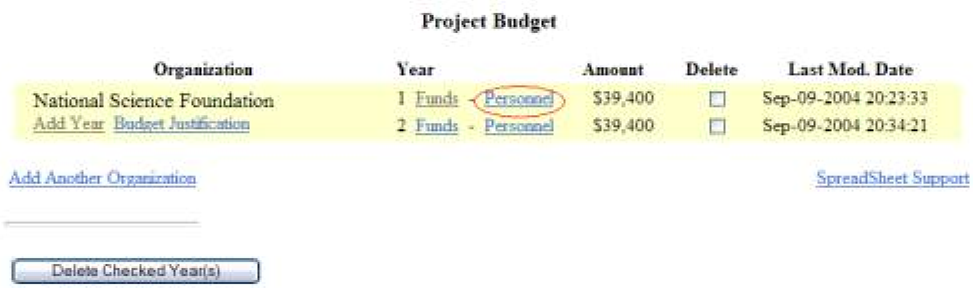


Figure 1 Project Budget screen. The Personnel link is circled.

2. Click **Personnel** for the organization and budget year for which you want to add or delete the personnel. The **Budget Personnel** screen displays (Figure 2).

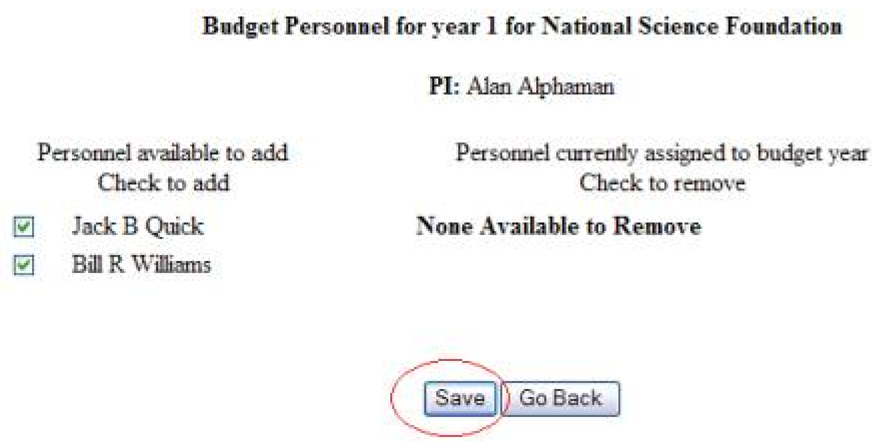


Figure 2 Budget Personnel screen with check marks next to the two senior persons. The Save button is circled.

Add a Senior Person

1. On the **Budget Personnel** screen (Figure 2), click the check mark box of the person in the **Personnel Available to Add** list that you want to add as a senior person for whom you are requesting funds.
2. Click the **Save** button (Figure 2). The **Project Budget** screen displays (Figure 1).

Delete a Senior Person

1. On the **Budget Personnel** screen (Figure 3), click the check mark box of the person in the **Personnel Currently Assigned to Budget Year** list that you want to delete.

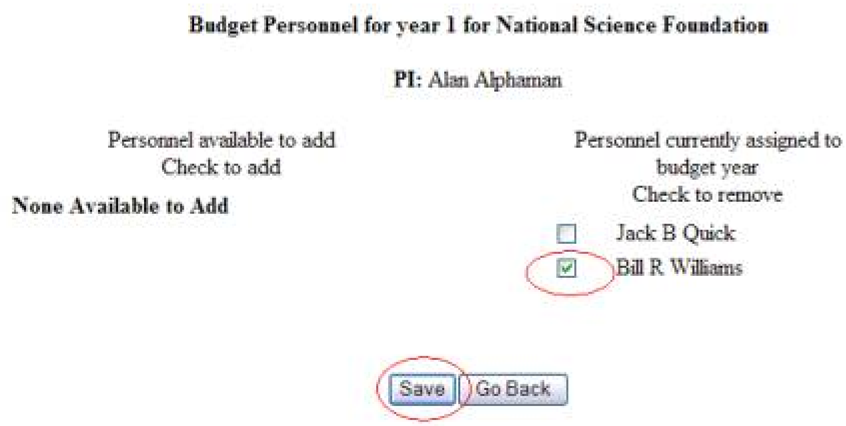


Figure 3 Budget Personnel screen with the check mark by the name of a senior person. The Save button is circled.

2. Click the **Save** button (Figure 3). The **Project Budget** screen displays (Figure 1).

See also:

- Create a Budget
- Copy a Budget from One Year for Another Year
- Edit a Budget
- Delete a Budget Year
- Work on a Budget for a Subcontracting Organization

Delete a Budget Year

You can delete a budget year and all the data entered for it.

1. Access the **Project Budget** screen (Figure 1) (see Create a Budget).

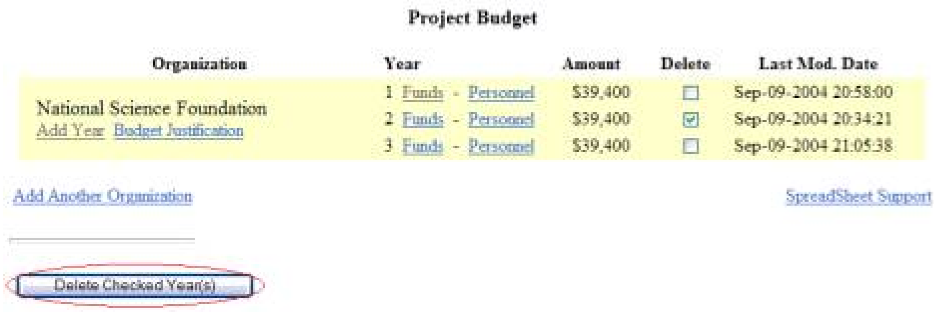


Figure 1 Project Budget screen. The Delete Checked Year(s) button is circled.

2. In the **Delete** column (Figure 1), click the check mark box for the budget year you want to delete.
3. Click the **Delete Checked Year(s)** button (Figure 1). A screen displays (Figure 2) with a message for you to confirm that you want to delete this budget year.

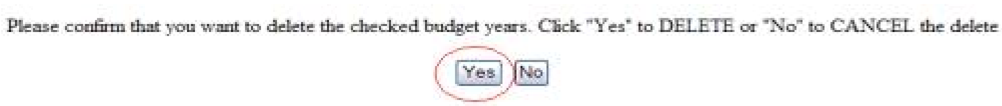


Figure 2 Screen with a message for you to confirm that you want to delete the checked budget year. The Yes button is circled.

4. Click the **Yes** button (Figure 2). The **Project Budget** screen budget screen displays (Figure 3) without that budget year.

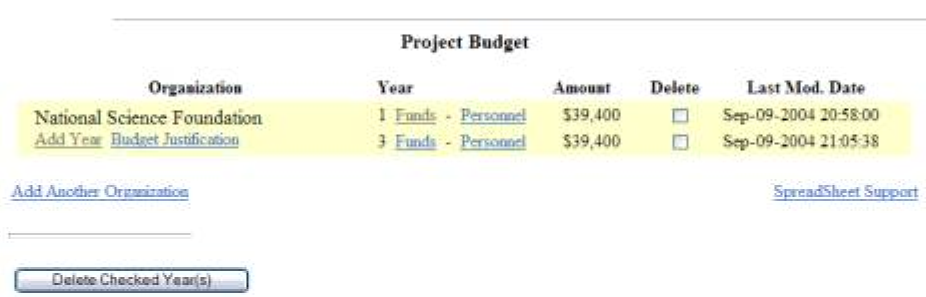


Figure 3 Project Budget screen without the deleted budget year.

See also:

- Create a Budget
- Copy a Budget from One Year for Another Year
- Edit a Budget
- Add or Delete Senior Personnel
- Work on a Budget for a Subcontracting Organization

Work on Budget for Subcontracting Organization

Add a Subcontracting Organization

1. Access the **Project Budget** screen (Figure 1) (see Create a Budget).

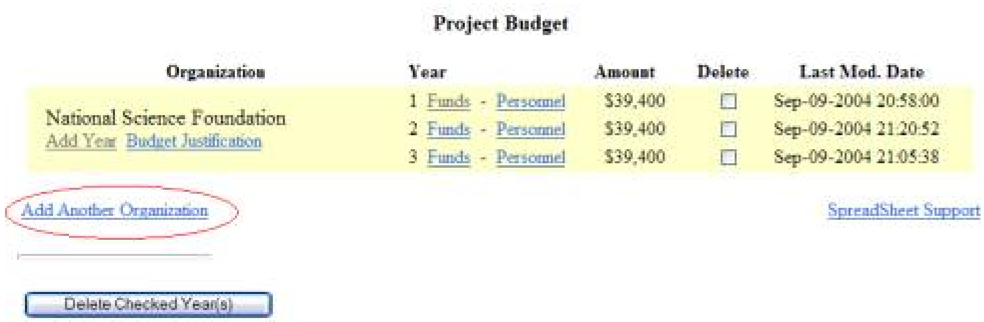


Figure 1 Project Budget screen. The Add Another Organization link is circled.

2. Click **Add Another Organization** (Figure 1). The **Current Budget Organizations** screen displays (Figure 2) with all the budget organizations listed at the top. At the bottom of the screen is the form to search for the organization you want to add.

Figure 2 Current Budget Organizations screen.

You have two options for searching for the organization you want to add:
- Search by name
- Search by DUNS (Data Universal Numbering System) number

Search by Name

1. On the **Current Budget Organizations** screen (Figure 2), select the search type option:
   - **Begins with** returns all organizations whose name begins with the text entered.
   - **Ends with** returns all organizations whose name ends with the text entered.
   - **Contains** returns all organizations whose name contains the text entered.

2. Type in the box the string (at least three characters) to search for.
3. Click the **Search by Name** button (Figure 2). The **Name-Inst ID** screen displays (Figure 3) (see Select the Organization from the Results).

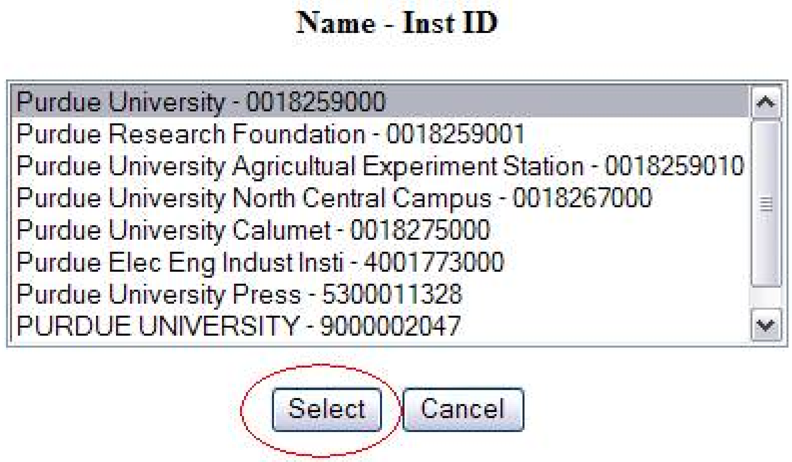


Figure 3 Name-Inst ID screen. The Select button is circled.

Search by DUNS Number

1. On the **Current Budget Organizations** screen (Figure 2), type in the nine-digit DUNS number.
2. Click the **Search by DUNS** button (Figure 2). The **Name-Inst ID** screen displays (Figure 3).

Select the Organization from the Results

1. On the **Name-Inst ID** screen (Figure 3), highlight the name of the organization you want to add to the project from the list.
2. Click the **Select** button (Figure 3). *If the organization has a registered PI(s)*, the **Principal Investigation Designation** screen displays (Figure 4).

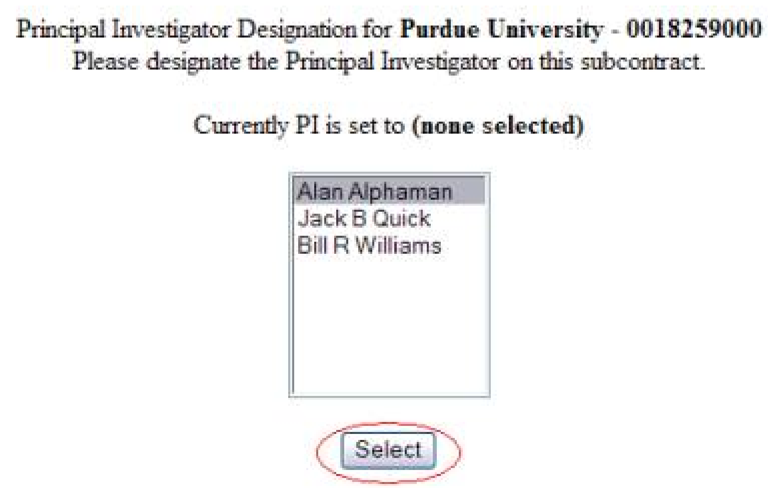


Figure 4 Principal Investigator Designation screen. The Select button is circled.

3. In the **Currently PI Is Set To** list (Figure 4), highlight the name of the person designated as the PI for the proposal.
4. Click the **Select** button (Figure 4). The **Project Budget** screen displays (Figure 5) with the subcontracting organization added and the first budget year added for the organization, although the budget has not yet been completed. You can now take the following actions for this organization:
   - Add a year for the subcontracting organization
   - Create a budget for the subcontracting organization for a year
   - Copy a budget from one year to another year for the subcontracting organization
   - Justify the budget for the subcontracting organization
   - Change the PI for the subcontracting organization
   - Change the subcontracting organization and transfer the personnel and budget from the old to the new organization

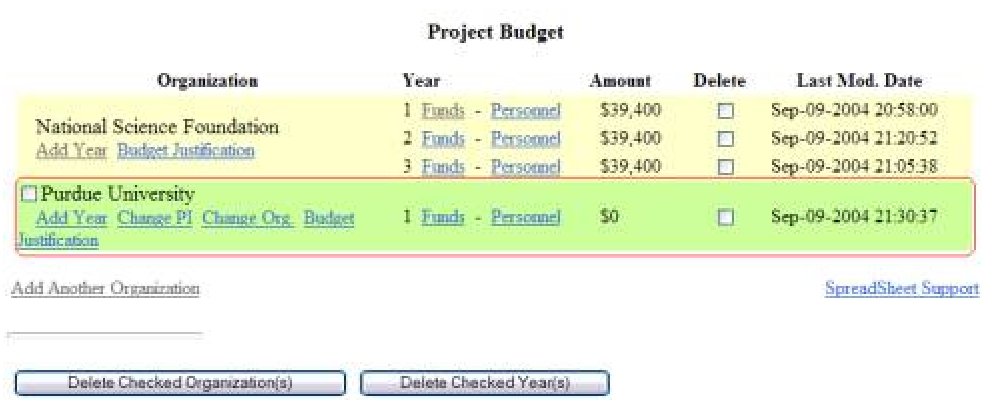


Figure 5 Project Budget screen. The subcontracting organization section is circled.

See also:

- Create a Budget
- Copy a Budget from One Year for Another Year
- Edit a Budget
- Add or Delete Senior Personnel
- Delete a Budget Year

Add a Year for the Subcontracting Organization

1. Access the **Project Budget** screen (Figure 1) (see Add a Subcontracting Organization).

Figure 1 Project Budget screen. The Add Year link for the subcontracting organization is circled.

2. Click **Add Year** under the name of the subcontracting organization (Figure 1). The **Budget Year Add** screen displays (Figure 2) for that organization.

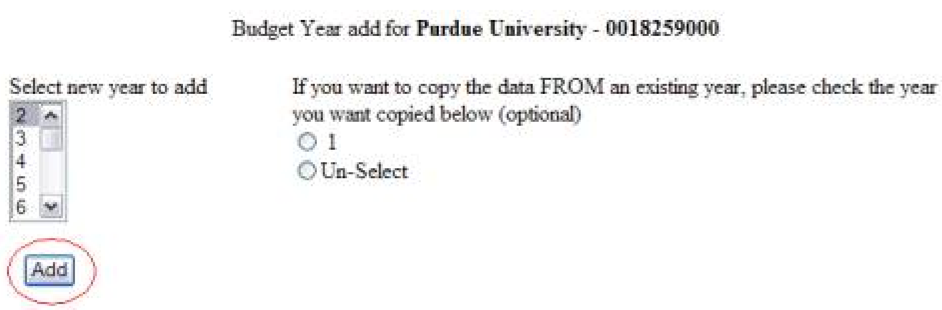


Figure 2 Budget Year Add screen. The Add button is circled.

3. Select a year to add from the **Select New Year to Add** list (Figure 2).
4. Click the **Add** button (Figure 2). The **Project Budget** screen displays (Figure 3) with the year listed in the **Year** column for that organization. The screen also displays **Funds** and **Personnel** options for that budget year.

Figure 3 Project Budget screen with Years 1 and 3 added for creating a budget for a subcontracting organization.

See also:

- Create a budget for the subcontracting organization for a year
- Copy a budget from one year to another year for the subcontracting organization
  - Justify the budget
  - Change the PI for the subcontracting organization
  - Change the subcontracting organization
  - Delete a subcontracting organization

Create a Budget for the Subcontracting Organization

Access the **Project Budget** screen (Figure 1) (see Add a Subcontracting Organization).

Figure 1 Project Budget screen. The Funds link and the Spreadsheet Support link are circled.

To create a budget for a selected year, you have these options:

- On the **Project Budget** screen (Figure 1), click **Funds** on the line for that budget year and enter the budget data online in the form provided.
- On the **Project Budget** screen (Figure 1), click **Spreadsheet Support** to complete the budget offline.

After you have completed the budget for the subcontracting organization, you must also justify the budget.

You can also copy a budget from one year to another for a subcontracting organization.

See also:

- Add a year for the subcontracting organization
- Copy a budget from one year to another year for the subcontracting organization
  - Justify the budget
  - Change the PI for the subcontracting organization
  - Change the subcontracting organization
  - Delete a subcontracting organization

Change the PI for a Subcontracting Organization

1. Access the **Project Budget** screen (Figure 1) (see Add a Subcontracting Organization).

Figure 1 Project Budget screen. The Change PI link is circled.

2. Under the name of the subcontracting organization, click **Change PI** (Figure 1). The **Principal Investigator Designation** screen displays (Figure 2).

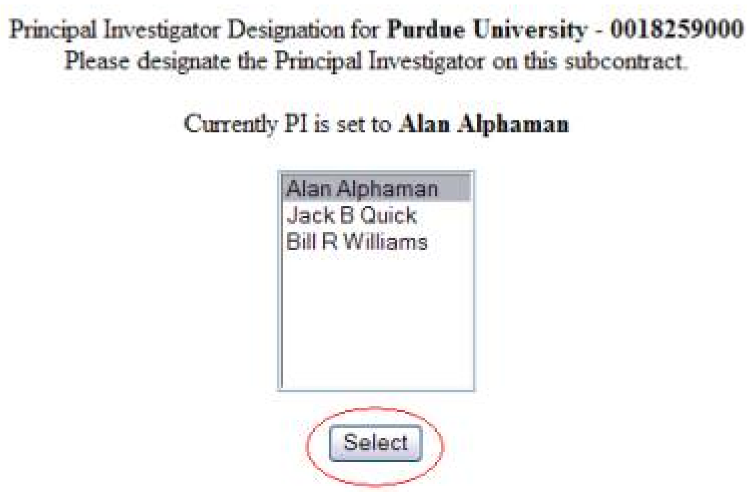


Figure 2 Principal Investigator Designation screen. The Select button is circled.

3. In the **Currently PI Is Set To** list (Figure 2), highlight the name of the person you are designating as the new PI.
4. Click the **Select** button (Figure 2). The **Project Budget** screen displays (Figure 1).

See also:

- Add a year for the subcontracting organization

- Create a budget for the subcontracting organization for a year
- Copy a budget from one year to another year for the subcontracting organization
  - Justify the budget
  - Change the subcontracting organization
  - Delete a subcontracting organization

Change the Subcontracting Organization

1. Access the **Project Budget** screen (Figure 1) (see Add a Subcontracting Organization).

Figure 1 Project Budget screen. The Change Org. link is circled.

2. Click **Change Org.** under the name of the subcontracting organization you want to change (Figure 1). The **Change Organization** screen displays (Figure 2).

Figure 2 Change Organization screen.

You have two options for searching for the organization you want to add:

- Search by name
- Search by DUNS (Data Universal Numbering System) number

Search by Name

1. On the **Current Budget Organizations** screen (Figure 2), select the search type option:
   - **Begins with** returns all organizations whose name begins with the text entered.
   - **Ends with** returns all organizations whose name ends with the text entered.
   - **Contains** returns all organizations whose name contains the text entered.
2. Type in the box the string (at least three characters) to search for.
3. Click the **Search by Name** button (Figure 2). The **Name-Inst ID** screen displays (Figure 3) (see Select the Organization from the Results).

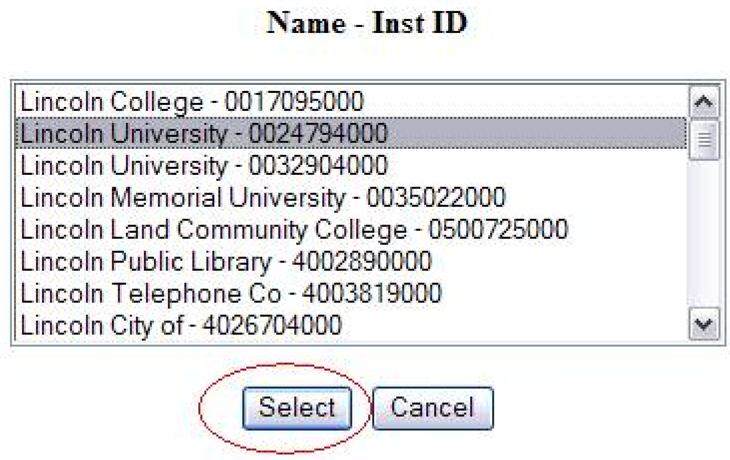


Figure 3 Name-Inst ID screen. The Select button is circled.

Search by DUNS Number

1. On the **Current Budget Organizations** screen (Figure 2), type in the nine-digit DUNS number.
2. Click the **Search by DUNS** button (Figure 2). The **Name-Inst ID** screen displays (Figure 3) (see Select the Organization from the Results).

Select the Organization from the Results

1. On the **Name-Inst ID** screen (Figure 3), highlight the name of the organization you want to add to the project from the list.
2. Click the **Select** button (Figure 3). The **Project Budget** screen displays (Figure 4) with the name of the new organization added and the name of the original subcontracting organization deleted.

Figure 4 Project Budget screen with the name of the new subcontracting organization.

See also:

- Add a year for the subcontracting organization

- Create a budget for the subcontracting organization for a year
- Copy a budget from one year to another year for the subcontracting organization
  - Justify the budget
  - Change the PI for the subcontracting organization
  - Delete a subcontracting organization

Delete a Subcontracting Organization

1. Access the **Project Budget** screen (Figure 1) (see Add a Subcontracting Organization).

Figure 1 Project Budget screen. The Delete Checked Organization(s) button is circled.

2. On the **Project Budget** screen (Figure 1), click the check mark box to the left of the organization that you want to delete from the proposal.
3. Click **Delete Checked Organization(s)** (Figure 1). A screen displays (Figure 2) with a message for you to confirm that you want to delete this organization.

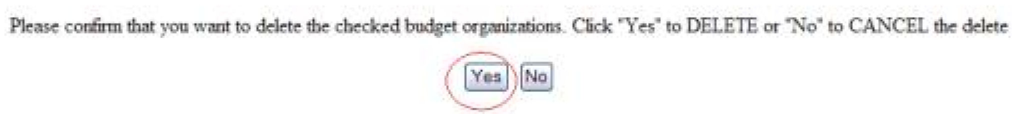


Figure 2 Screen with a message for you to confirm that you want to delete the organization. The Yes button is circled.

4. Click the **Yes** button (Figure 1). The **Project Budget** screen displays (Figure 3) without the name of the organization you deleted.

Figure 3 Project Budget screen with the name of the deleted organization removed.

See also:
- Add a year for the subcontracting organization
- Create a budget for the subcontracting organization for a year
- Copy a budget from one year to another year for the subcontracting organization
  - Justify the budget
  - Change the PI for the subcontracting organization
  - Change the subcontracting organization

Facilities, Equipment, and Other Resources

What Are Facilities, Equipment, and Other Resources?

In the Facilities, Equipment, and Other Resources form, you assess the adequacy of the organizational resources available to perform the effort you are proposing. Describe only those resources that are directly applicable.

The categories for resources are:
- Laboratory
- Clinical
- Animal
- Computer
- Office
- Other
- Major Equipment
- Other Resources (includes resources used in field studies or at a different location)

For each resource you list, state the following:
- Capabilities of resource
- Capacities
- Proximity
- Availability

Work on Facilities, Equipment, and Other Resources

1. Access the **Form Preparation** screen (Figure 1) (see Create a New Proposal, Edit a Proposal, or Create a New Proposal from a Template).

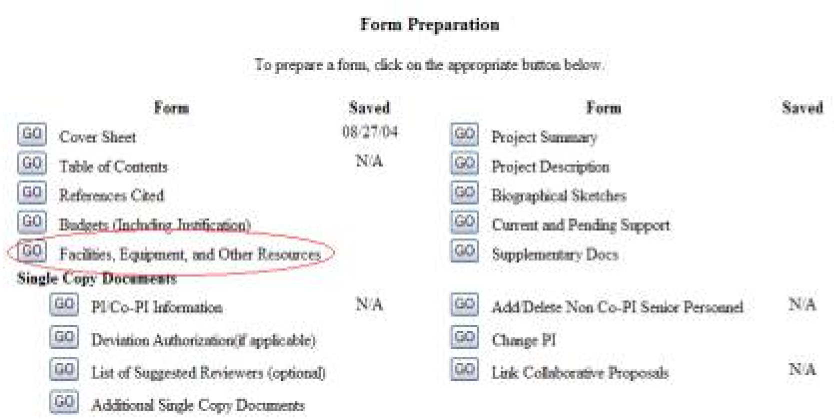
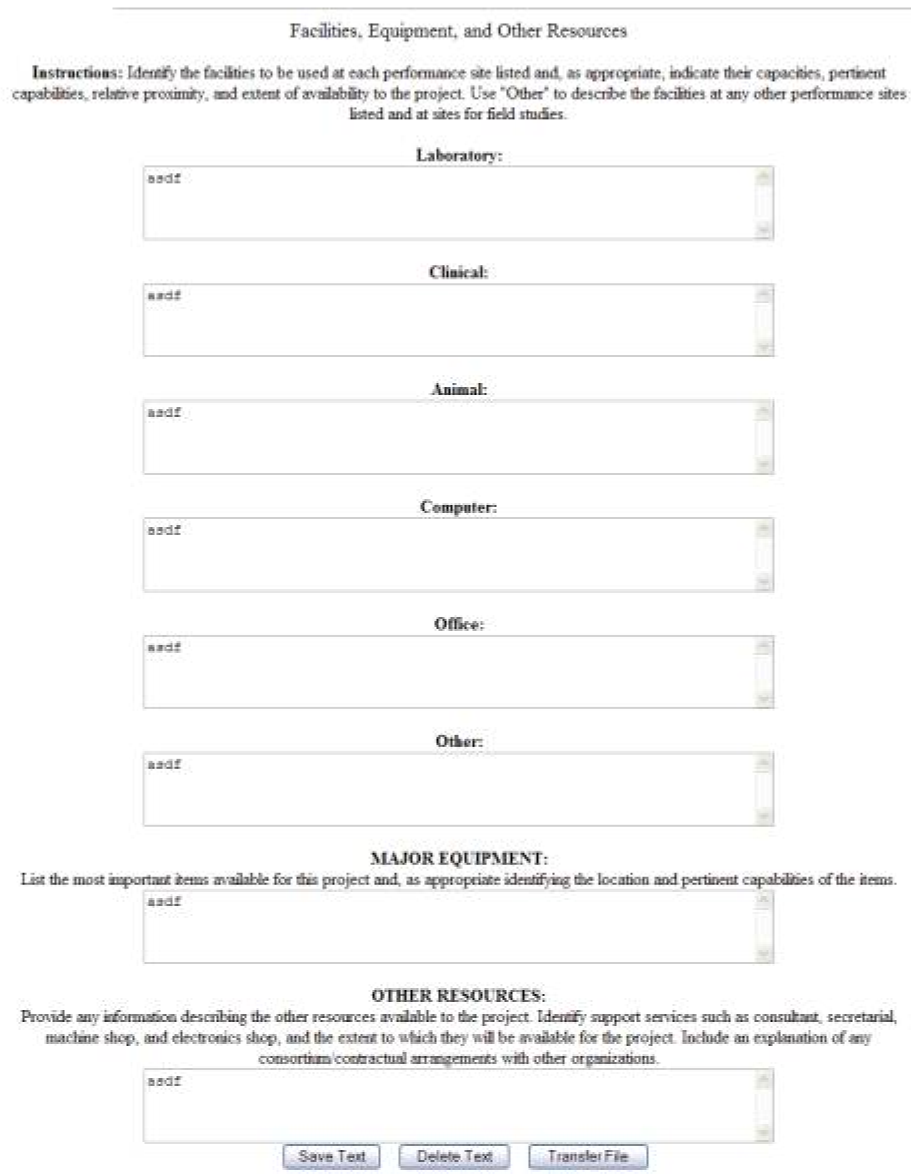


Figure 1 Form Preparation screen. The Go button for Facilities, Equipment, and Other Resources is circled.

2. Click the **Go** button for Facilities, Equipment, and Other Resources (Figure 1). The **Facilities, Equipment, and Other Resources** screen displays (Figure 2).



Facilities, Equipment, and Other Resources

Instructions: Identify the facilities to be used at each performance site listed and, as appropriate, indicate their capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Use "Other" to describe the facilities at any other performance sites listed and at sites for field studies.

Laboratory:

asdf

Clinical:

asdf

Animal:

asdf

Computer:

asdf

Office:

asdf

Other:

asdf

MAJOR EQUIPMENT:

List the most important items available for this project and, as appropriate identifying the location and pertinent capabilities of the items.

asdf

OTHER RESOURCES:

Provide any information describing the other resources available to the project. Identify support services such as consultant, secretarial, machine shop, and electronics shop, and the extent to which they will be available for the project. Include an explanation of any consortium/contractual arrangements with other organizations.

asdf

Save Text | Delete Text | Transfer File

Figure 2 Facilities, Equipment, and Other Resources form screen.

You have these options:

- Enter listings of Facilities, Equipment, and Other Resources in the text boxes
- Upload Facilities, Equipment, and Other Resources

See also:

- Cover Sheet
- Table of Contents
- References Cited
- Budgets (Including Justification)
- PI/Co-PI Information
- Deviation Authorization

- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

Enter Facilities, Equipment, and Other Resources in the Text Boxes

1. Access the **Facilities, Equipment, and Other Resources** screen (Figure 1) (see Work on Facilities, Equipment, and Other Resources).

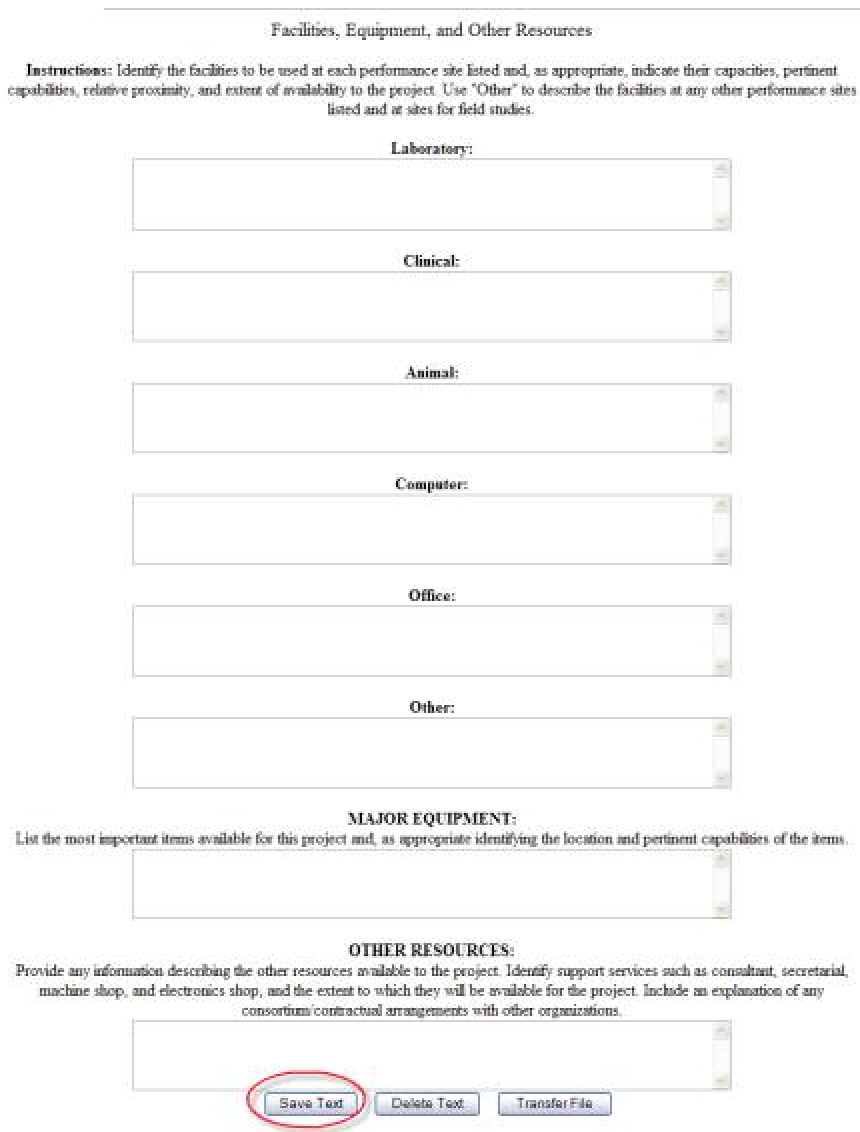


Figure 1 Facilities, Equipment, and Other Resources form screen. The Save Text button is circled.

2. Type in or copy and paste facilities, equipment, and other resources in the text boxes (Figure 1) for:
   - Laboratory
   - Clinical

- Animal
- Computer
- Office
- Other
- Major Equipment
- Other Resources

3. Click the **Save Text** button (Figure 1). A screen displays (Figure 2) with confirmation that the data is saved.

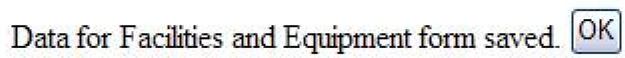


Figure 2 Screen with message that the data has been saved.

4. Click the **OK** button (Figure 2). The **Form Preparation** screen displays.

Upload Facilities, Equipment, and Other Resources

1. Access the **Facilities, Equipment, and Other Resources** screen (Figure 1) (see Work on Facilities, Equipment, and Other Resources).

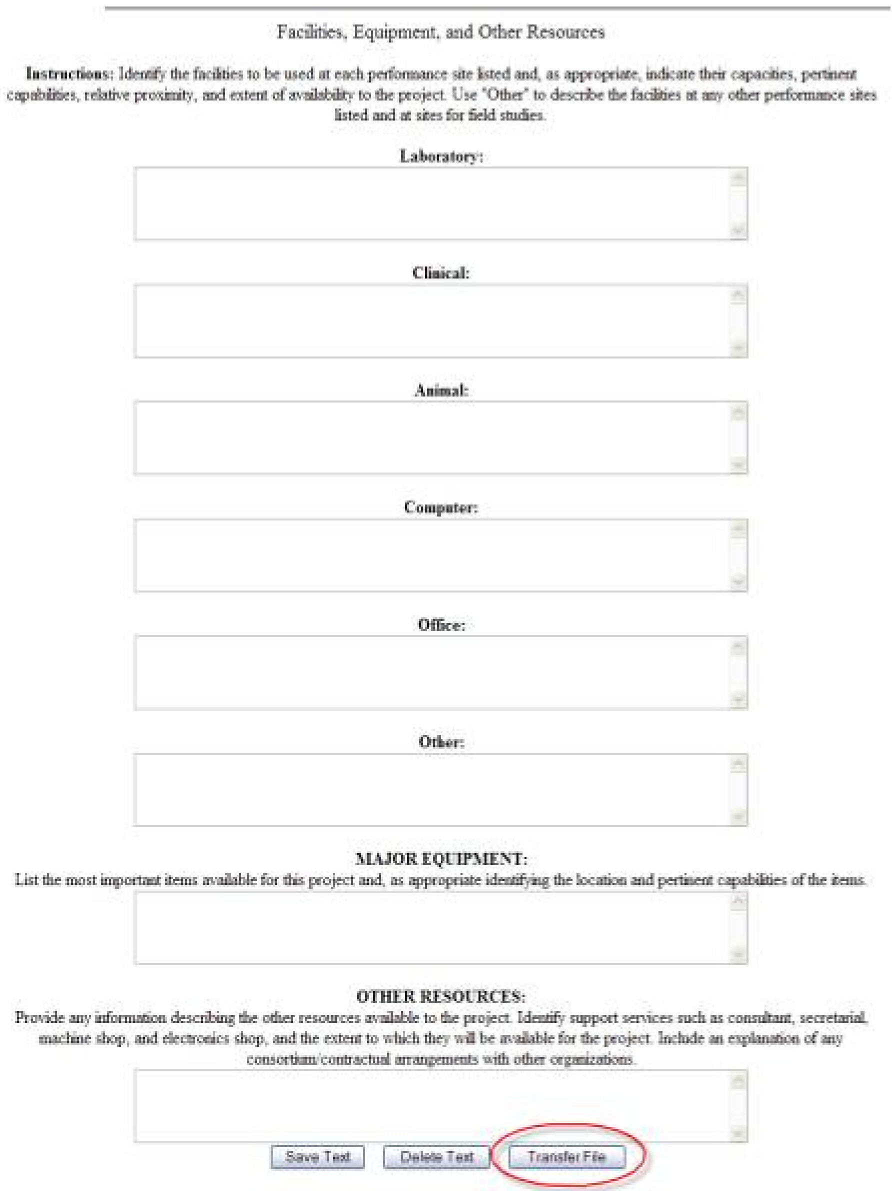


Figure 1 Facilities, Equipment, and Other Resources form screen. The Transfer File button is circled.

2. Click the **Transfer File** button (Figure 1). The **Facilities, Equipment, and Other Resources File Upload** screen displays (Figure 2). See Upload a File.

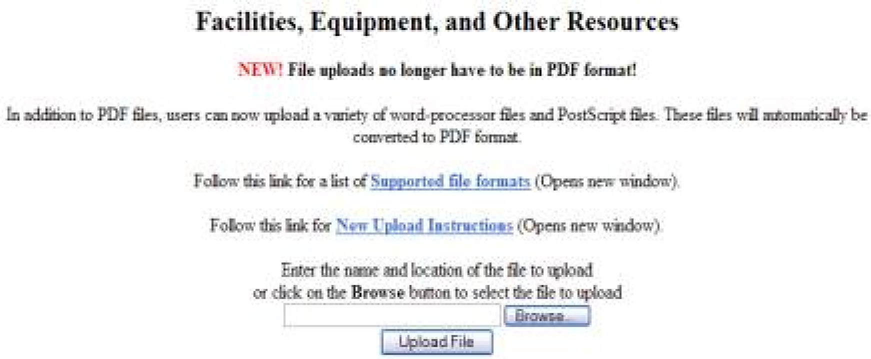


Figure 2 Facilities, Equipment, and Other Resources File Upload screen.

If a file on Facilities, Equipment, and Other Resources has already been uploaded, when you click the **Go** button for **Facilities, Equipment, and Other Resources** on the **Form Preparation** screen, the **Facilities, Equipment, and Other Resources File Upload** screen displays (Figure 3) with these options:

- Display Current Facilities, Equipment, and Other Resources
- Delete Current Facilities, Equipment, and Other Resources
- Upload a New Facilities, Equipment, and Other Resources (This option automatically replaces the already uploaded file.)

Figure 3 Facilities, Equipment, and Other Resources File Upload screen after a file has been uploaded.

Display Current Facilities, Equipment, and Other Resources

Click the **Display Current Facilities, Equipment, and Other Resources** button (Figure 3). The previously uploaded file displays in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.

Delete Current Facilities, Equipment, and Other Resources

1. Click the **Delete Current Facilities, Equipment, and Other Resources** button (Figure 3). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Form Preparation** screen displays.

Upload a New Facilities, Equipment, and Other Resources

Follow the directions in Upload a File. Uploading a new **Facilities, Equipment, and Other Resources** file automatically replaces the previous one.

Enter a New Facilities, Equipment, and Other Resources in the Text Boxes

If a file has already been uploaded and you want to enter a new Facilities, Equipment, and Other Resources in the text boxes, do the following:

1. Click the **Delete Current Facilities, Equipment, and Other Resources** button (Figure 3). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button.
3. Return to the **Form Preparation** screen.
4. Click the **Go** button next to Facilities, Equipment, and Other Resources. The **Facilities, Equipment, and Other Resources** screen displays with the text boxes (Figure 1). See Enter Facilities, Equipment, and Other Resources in the Text Boxes.

PI/Co-PI Information (Form 1225)

1. Access the **Form Preparation** screen (Figure 1) (see Create a New Proposal, Edit a Proposal, or Create a New Proposal from a Template).

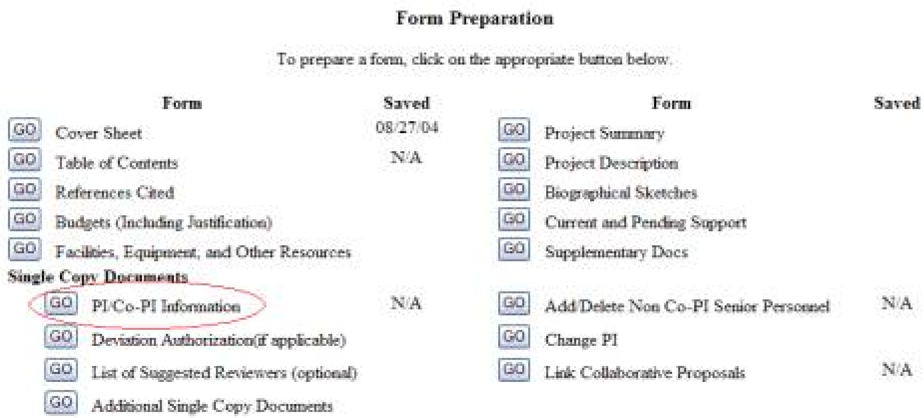


Figure 1 Form Preparation screen. The Go button for PI/Co-PI Information is circled.

2. Click the **Go** button for **PI/Co-PI Information** (Figure 1). The **1225 Info** screen displays (Figure 2) with the PI information for the proposal.

1225 Info

PI/CoPI Name	Gender	Citizenship	Race	Ethnicity	Disability Status	Other Federally Funded Project
Alan A Alphaman	Male	Do Not Wish to Provide	Native Hawaiian or Other Pacific Islander	Not Hispanic or Latino		No

Go Back

Figure 2 1225 Info screen. This is a view-only screen.

How Do I Change the PI/Co-PI Information If I Need to?

1. On the **1225 Info** screen (Figure 2), click the **Go Back** button. The **Form Preparation** screen (Figure 1) displays.
2. Click the **Go Back** button. The **Proposal Actions** screen displays.
3. Click the **Go Back** button. The **Principal Investigator (PI) Information** screen displays (Figure 3).

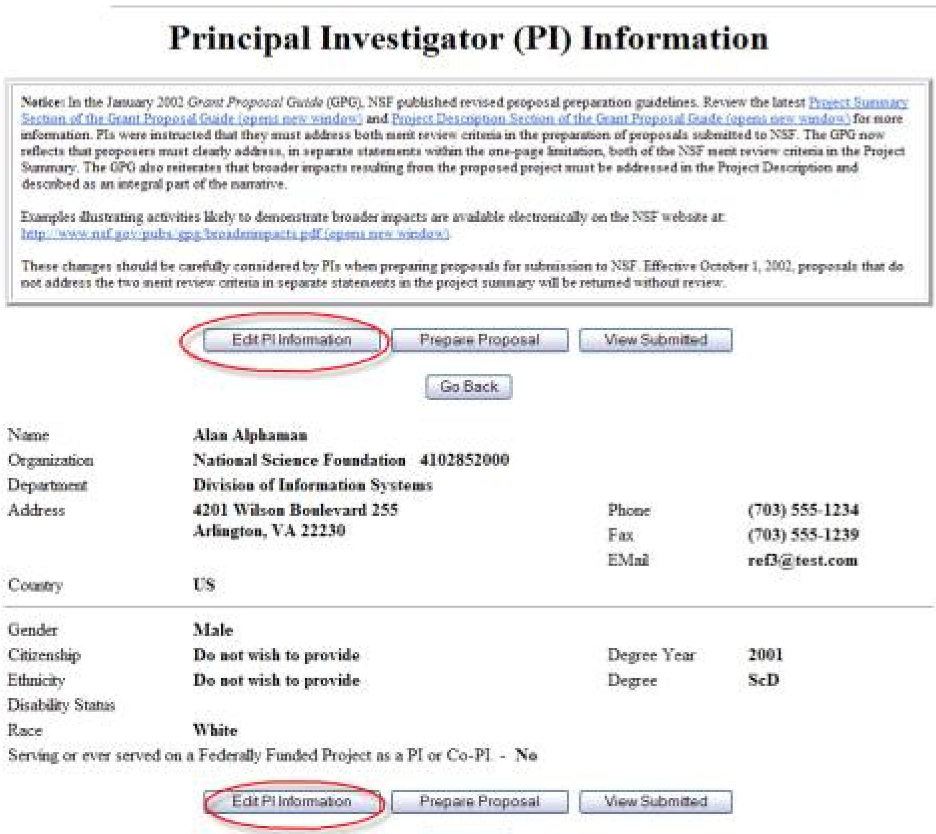
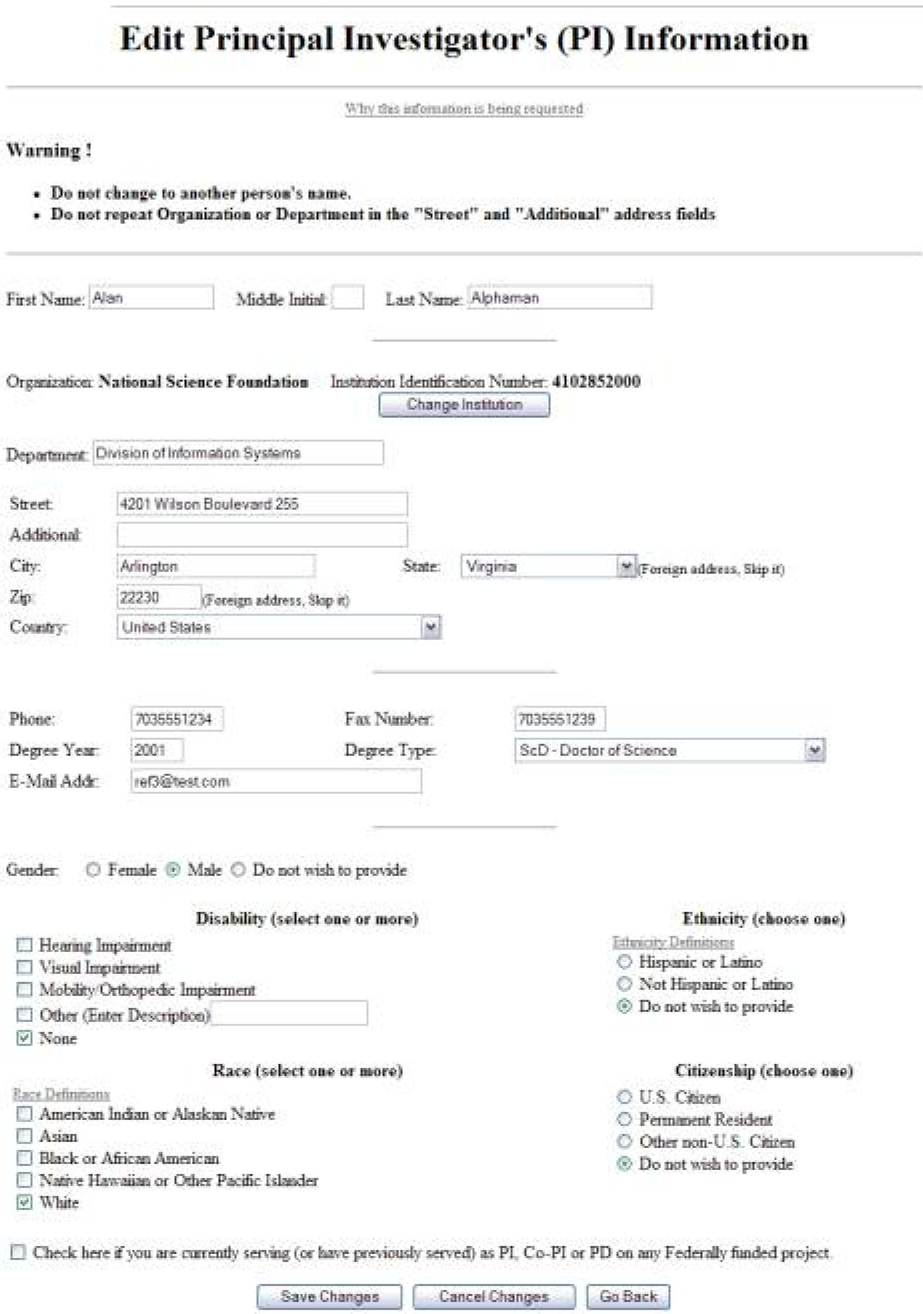


Figure 3 Principal Investigator (PI) Information screen. The Edit PI Information buttons are circled.

4. Click either one of the **Edit PI Information** buttons (Figure 3). The **Edit Principal Investigator's (PI) Information** screen displays (Figure 4).



Edit Principal Investigator's (PI) Information

Why this information is being requested

Warning !

- **Do not change to another person's name.**
- **Do not repeat Organization or Department in the "Street" and "Additional" address fields**

First Name: Alan Middle Initial: Last Name: Alphaman

Organization: **National Science Foundation** Institution Identification Number: **4102852000**

Change Institution

Department: Division of Information Systems

Street: 4201 Wilson Boulevard 255
Additional:
City: Arlington State: Virginia (Foreign address, Skip it)
Zip: 22230 (Foreign address, Skip it)
Country: United States

Phone: 7035551234 Fax Number: 7035551239
Degree Year: 2001 Degree Type: ScD - Doctor of Science
E-Mail Addr: ref3@test.com

Gender: ○ Female ◉ Male ○ Do not wish to provide

Disability (select one or more)
☐ Hearing Impairment
☐ Visual Impairment
☐ Mobility/Orthopedic Impairment
☐ Other (Enter Description)
☑ None

Ethnicity (choose one)
Ethnicity Definitions
○ Hispanic or Latino
○ Not Hispanic or Latino
◉ Do not wish to provide

Race (select one or more)
Race Definitions
☐ American Indian or Alaskan Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☑ White

Citizenship (choose one)
○ U.S. Citizen
○ Permanent Resident
○ Other non-U.S. Citizen
◉ Do not wish to provide

☐ Check here if you are currently serving (or have previously served) as PI, Co-PI or PD on any Federally funded project.

Save Changes Cancel Changes Go Back

Figure 4 Edit Principal Investigator's (PI) Information screen.

5. To change your organization, click the **Change Institution** button (Figure 4). The **Institution Search** screen displays (Figure 5).

Figure 5 Institution Search screen.

6. Select the search type option (Figure 5):
   - **Begins with** returns all organizations whose name begins with the text entered.
   - **Ends with** returns all organizations whose name ends with the text entered.
   - **Contains** returns all organizations whose name contains the text entered.
7. Enter the string (at least three characters) to search for (Figure 5).
8. Click the **Locate** button (Figure 5). The **Institution Search** screen displays (Figure 6).

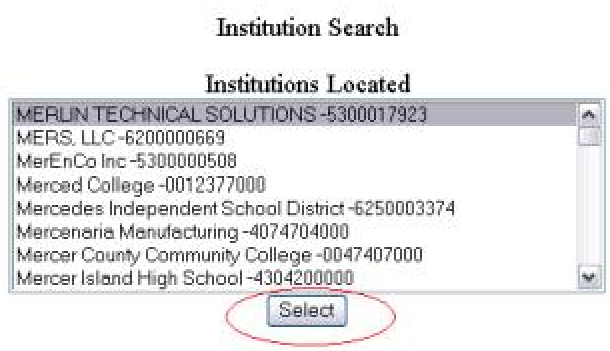


Figure 6 Institution Search screen. The Select button is circled.

9. Highlight the organization in the **Institutions Located** list (Figure 6).
10. Click the **Select** button (Figure 6). The **Edit Principal Investigator's (PI) Information** screen displays (Figure 4) with the name of the selected organization and the Institution Identification Number displaying in the appropriate boxes.
11. On the **Edit Principal Investigator's (PI) Information** screen (Figure 7), when you are finished changing the PI information, click the **Save Changes** button. A screen displays (Figure 8) with confirmation that the PI Information has been saved.

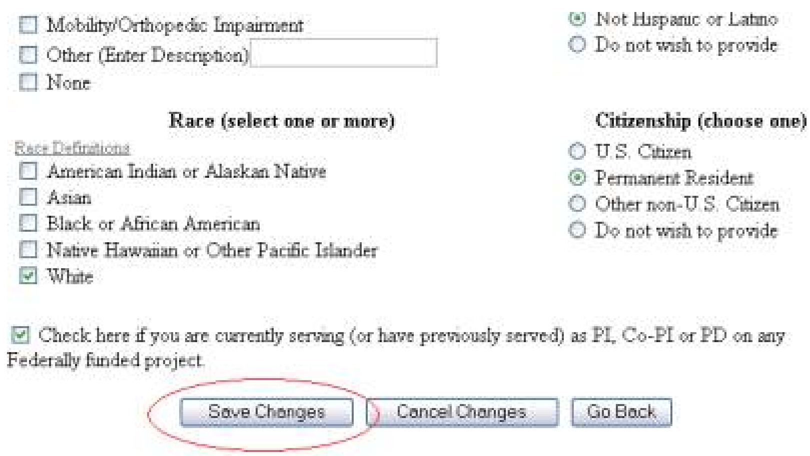


Figure 7 Lower portion of the Edit Principal Investigator's (PI) Information screen. The Save Changes button is circled.

Figure 8 Screen with the message that the changed PI information has been saved.

12. Click the **OK** button (Figure 8). The **Principal Investigator (PI) Information** screen displays (Figure 9).

Figure 9 Principal Investigator (PI) Information screen.

See also:

- Cover Sheet
- Table of Contents
- References Cited

- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

What Is a Deviation Authorization?

A Deviation Authorization grants you exceptions to the requirements of the *Grant Proposal Guide (GPG)*. See the GPG Chapter II.A for more on deviations.

In this form, you provide either one of the following:

- Program Announcement number, in the appropriate block on the NSF Form 1207, that grants the Deviation Authorization
- Name and title of the NSF official who authorized the deviation and the date of authorization

Work on Deviation Authorization

1. Access the **Form Preparation** screen (Figure 1) (see Create a New Proposal, Edit a Proposal, or Create a New Proposal from a Template).

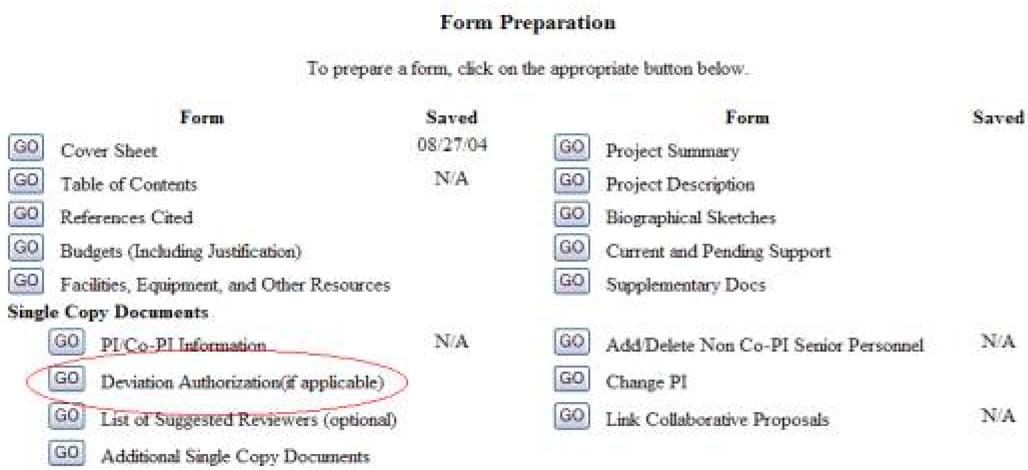


Figure 1 Form Preparations screen. The Go button for Deviation Authorization is circled.

2. Click the **Go** button for Deviation Authorization (Figure 1). The **Deviation Authorization** screen displays (Figure 2).

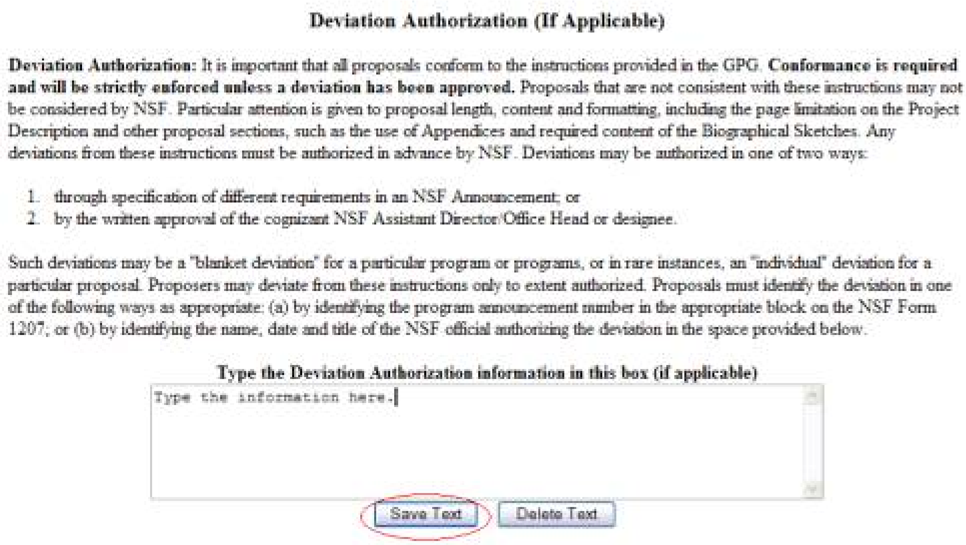


Figure 2 Deviation Authorization screen. The Save Text button is circled.

3. Type in or copy and paste either one of the following into the text box (Figure 2):
   - The Program Announcement number, in the appropriate block on the NSF Form 1207, that grants the Deviation Authorization
   - Name and title of the NSF official who authorized the deviation and the date of authorization
4. Click the **Save Text** button (Figure 2). A screen displays (Figure 3) with a message that the Deviation Authorization has been saved.

Figure 3 Screen with message that the text has been saved.

5. Click the **OK** button (Figure 3). The **Form Preparation** screen displays (Figure 1).

See also:
- Cover Sheet
- Table of Contents
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel

- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

What Is the List of Suggested Reviewers?

In this form you enter the names of reviewers whom you recommend as reviewers for the proposal. You may also enter the names of reviewers whom you recommend not review the proposal along with the reason why they should not.

Providing information for the List of Suggested Reviewers is optional.

Create a List of Suggested Reviewers

1. Access the **Form Preparation** screen (Figure 1) (see Create a New Proposal, Edit a Proposal, or Create a New Proposal from a Template).

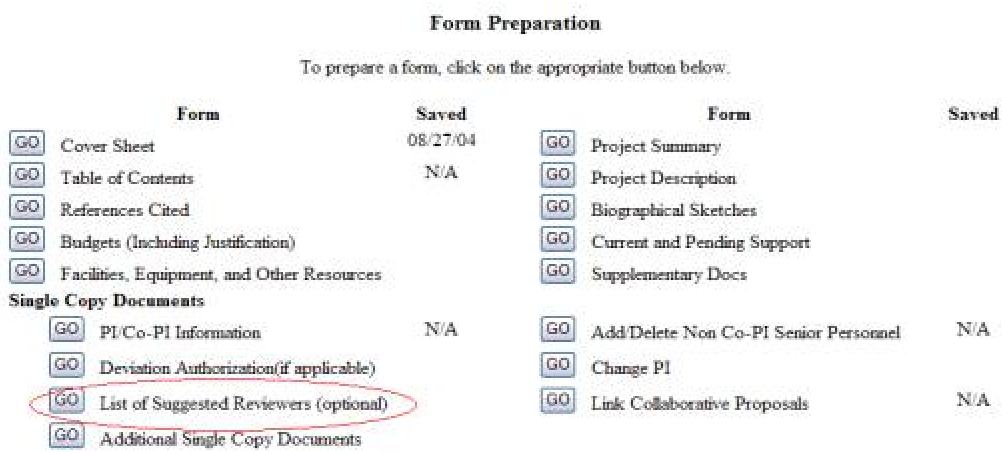


Figure 1 Form Preparations screen. The Go button for List of Suggested Reviewers is circled.

2. Click the **Go** button for **List of Suggested Reviewers** (Figure 1). The **List of Suggested Reviewers** form screen displays (Figure 2).

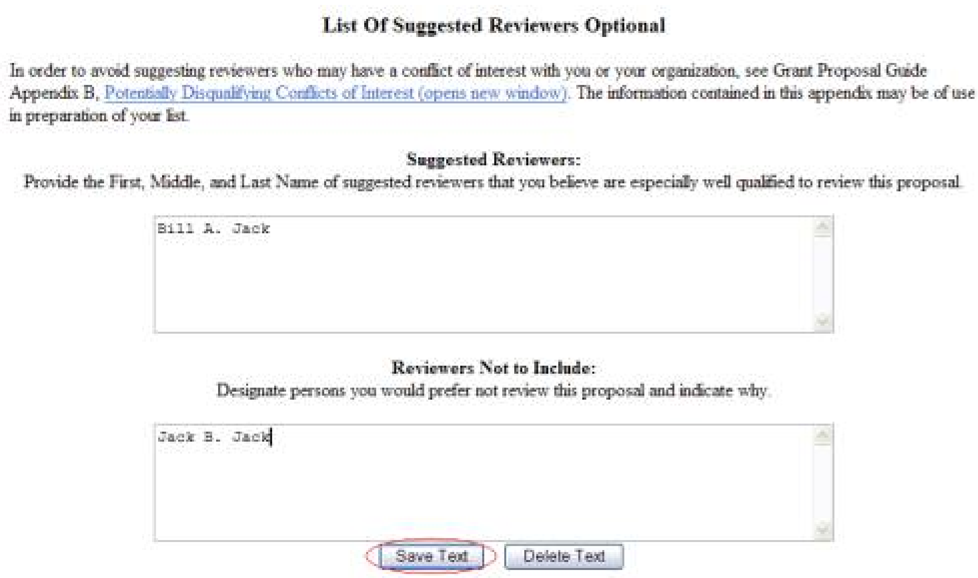


Figure 2 List of Suggested Reviewers screen. The Save Text button is circled.

3. **In the Suggested Reviewers** box (Figure 2), type in or copy and paste the first and last names and middle initials of those who you think are especially qualified to review the proposal (optional).
4. In the **Reviewers Not to Include** box (Figure 2), type in or copy and paste the names of those you think should not review the proposal and your reasons why (optional).
5. Click the **Save Text** button (Figure 2). A screen displays with a confirmation message that FastLane has saved the data.

Figure 3 Screen with a message that the lists have been saved.

6. Click the **OK** button (Figure 3). The **Form Preparation** screen displays (Figure 1).

See also:

- Cover Sheet
- Table of Contents
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- Additional Single Copy Documents
- Project Summary
- Project Description

- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

Additional Single Copy Document

What Are Additional Single Copy Documents?

Additional single copy documents (GPG Chapter II.C) may be documents such as the following:

- Proprietary or Privileged Information included in your proposal as a separate statement (GPG Chapter II.C.1.d)
- Certification Regarding Lobbying (GPG Exhibit II-5)
- Confidential Budget Information (GPG Chapter II.C.2.g).

Upload these types of documents as an additional single copy document.

NSF does not give these documents to the reviewers of the proposal.

Information you enter here is not considered as part of the 15-page limit for the Project Description or as an appendix.

For instructions on how to upload single copy documents, see Work on Additional Single Copy Documents.

Enter an Additional Single Copy Document in the Text Box

1. Access the **Additional Single Copy Documents** screen (Figure 1) (see Work on Additional Single Copy Documents).

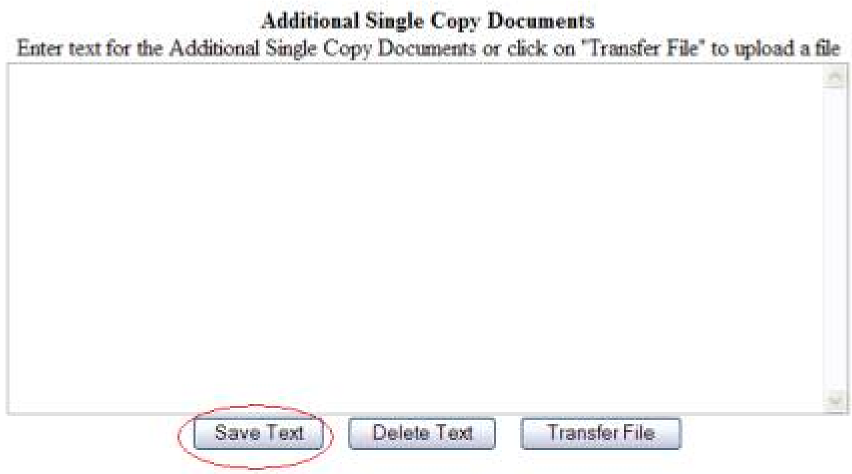


Figure 1 Additional Single Copy screen. The Save Text button is circled.

2. Type in or copy and paste the Additional Single Copy Document in the text box (Figure 1).
3. Click the **Save Text** button (Figure 1). A screen displays with a message that the Additional Single Copy Document data is saved.

Figure 2 Screen with the message that the Additional Single Copy Document data is saved.

4. Click the **OK** button (Figure 2). The **Form Preparation** screen displays.

Upload an Additional Single Copy Document

1. Prepare a word-processing document for the Additional Single Copy Document. See Acceptable Formats for FastLane to see a listing of the many formats FastLane accepts.
2. Access the **Additional Single Copy Documents** screen (Figure 1) (see Work on Additional Single Copy Documents).

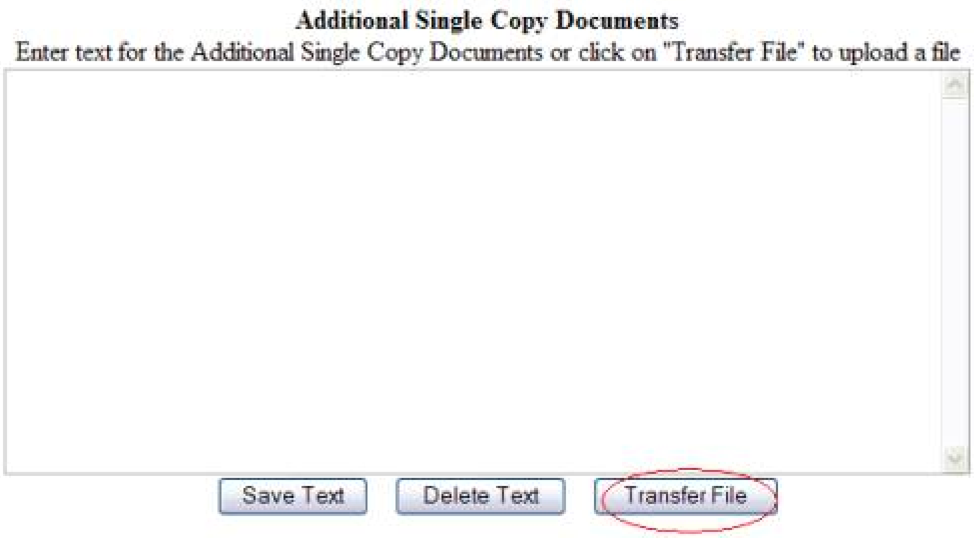


Figure 1 Additional Single Copy screen. The Transfer File button is circled.

3. Click the **Transfer File** button (Figure 1). The **Supplementary Document File Upload** screen displays (Figure 2). See Upload a File for directions.

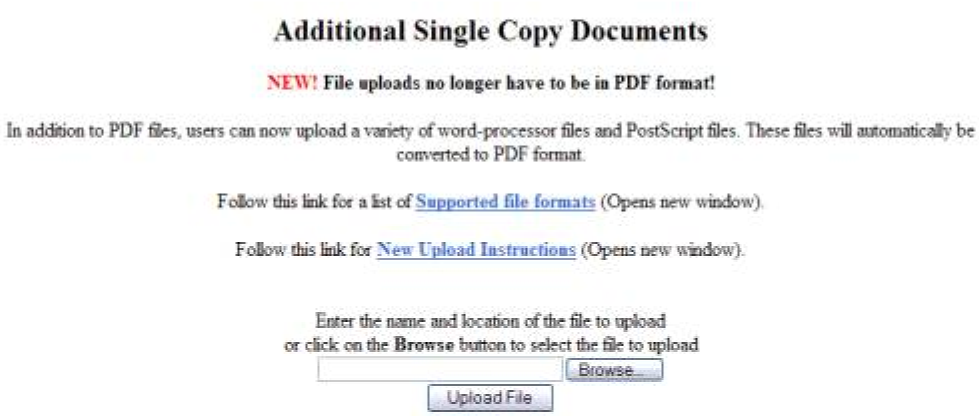


Figure 2 Additional Single Copy Documents File Upload screen.

If an Additional Single Copy Document has already been uploaded, when you click the ***Go*** *button for Additional Single Copy Documents on the* ***Form Preparation*** *screen*, the **Additional Single Copy Documents File Upload** screen displays (Figure 3).

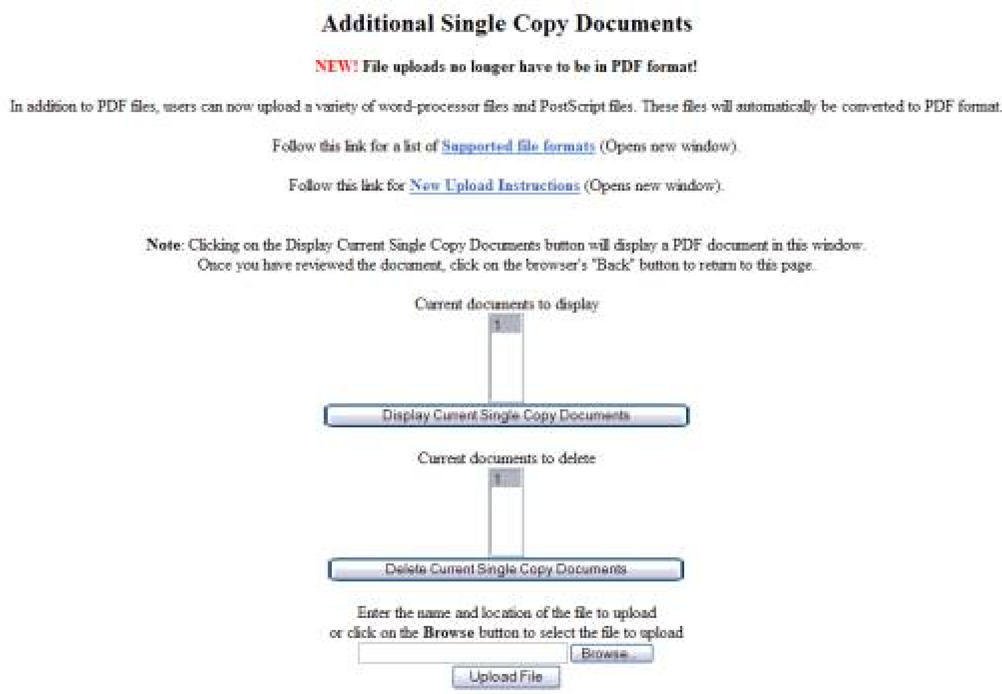


Figure 3 Additional Single Copy Documents File Upload screen after a file has been uploaded.

This screen gives you these options:
- Display Current Single Copy Documents
- Delete Current Single Copy Documents
- Upload a Single Copy Document

Note: Uploading a new Single Copy Document will not result in deleting a previously uploaded file.

Display Current Single Copy Documents

1. Highlight the Additional Single Copy Document you want to view from the **Current Documents to Display** list (Figure 3).
2. Click the **Display Current Additional Single Copy Documents** button (Figure 3). The file displays in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.

Delete Current Single Copy Documents

1. Highlight the Additional Single Copy Document you want to delete from the **Current Documents to Delete** list (Figure 3).

2. Click the **Delete Current Additional Single Copy Documents** button (Figure 3). A screen displays with a message for you to confirm that you want to delete the file.
3. Click the **OK** button. The **Form Preparation** screen displays.

Upload a Single Copy Document

Follow the directions in Upload a File. Uploading a new file will not replace any previously uploaded files.

Enter a New Supplementary Document in the Text Box

If an Additional Single Copy Document has already been uploaded and you want to write a new Additional Single Copy Document in the text box, do the following:

1. Highlight all the documents in the **Current Documents to Delete** list (Figure 3).
2. Click the **Delete Current Additional Single Copy Document** button (Figure 3). A screen displays with a message for you to confirm that you want to delete the file.
3. Click the **OK** button.
4. Return to the **Form Preparation** screen.
5. Click the **Go** button for Additional Single Copy Document. The **Additional Single Copy Document** screen displays with the text box. See Enter an Additional Single Copy Document in the Text Box.

Project Summary

What Is the Project Summary?

The Project Summary is a self-contained description of the activity that would result if NSF funds the proposal. Consult the *Grant Proposal Guide (GPG)* Chapter II.C.2.b for a full description.

The Project Summary is limited to one page.

The Project Summary *must* include a separate statement on each of the following NSF merit criteria:
- The intellectual merit of the proposed activity
- The broader impacts that will result from the proposed activity

The Project Summary should include:
- A statement of objectives
- Brief description of the methods you will use to achieve the objectives

Write the summary in the third person, and make it informative to both people working in the same field and also scientifically or technically literate lay readers.

Work on the Project Summary

1. Access the **Form Preparation** screen (Figure 1) (see Create a New Proposal, Edit a Proposal, or Create a Proposal from a Template).

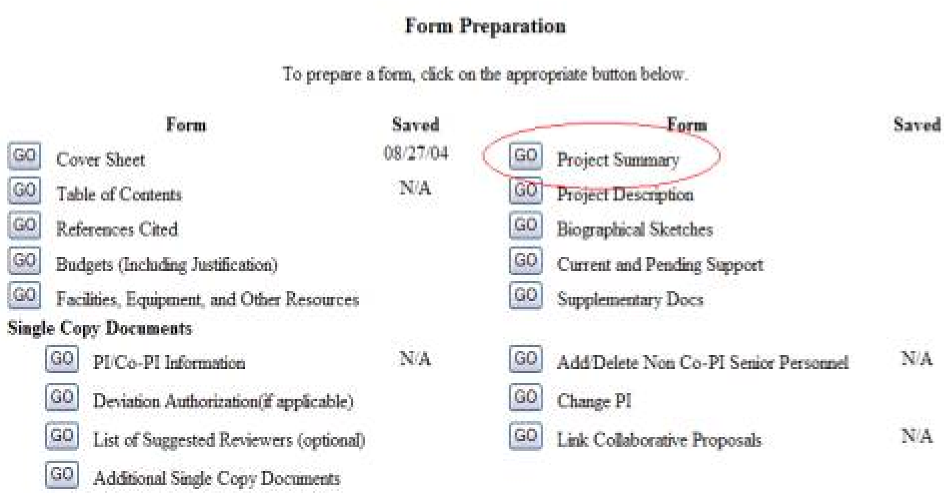


Figure 1 Form Preparation screen. The Go button for Project Summary is circled.

2. Click the **Go** button for Project Summary (Figure 1). The **Project Summary** screen displays (Figure 2).

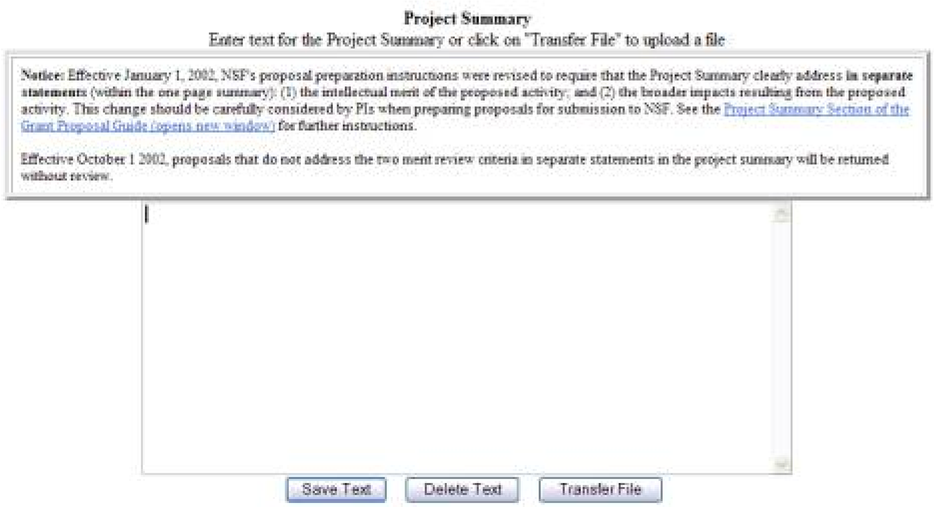


Figure 2 Project Summary screen.

You have these options:

- Enter the Project Summary in the text box
- Upload the Project Summary

See also:

- Cover Sheet
- Table of Contents
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

Enter the Project Summary in the Text Box

1. Access the **Project Summary** screen (Figure 1) (see Work on the Project Summary).

Figure 1 Project Summary screen. The Save Text button is circled.

2. Type in or copy and paste the Project Summary in the text box (Figure 1).
3. Click the **Save Text** button (Figure 1). A screen displays (Figure 2) with a confirmation message that the Project Summary data is saved.

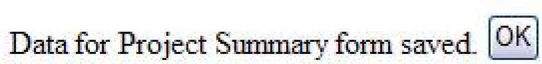


Figure 2 Screen with the message that the Project Summary has been saved.

4. Click the **OK** button (Figure 2). The **Form Preparation** screen displays (Figure 1).

Upload the Project Summary

1. Access the **Project Summary** screen (Figure 1) (see Work on the Project Summary).

Figure 1 Project Summary screen. The Transfer File button is circled.

2. Click the **Transfer File** button (Figure 1). The **Project Summary File Upload** screen displays (Figure 2). See Upload a File for directions.

Figure 2 Project Summary File Upload screen.

If a Project Summary has already been uploaded, when you click the **Go** button for Project Summary on the **Form Preparation** screen, the **Project Summary File Upload** screen displays as in Figure 3 with these options:

- Display Current Project Summary

- Delete Current Project Summary
- Upload a New Project Summary (This option automatically replaces the already uploaded file.)

Figure 3 Project Summary File Upload screen.

Display Current Project Summary

Click the **Display Current Project Summary** button (Figure 3). The previously uploaded Project Summary displays in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.

Delete Current Project Summary

Click the **Delete Current Project Summary** button (Figure 3). A screen displays with a message for you to confirm that you want to delete the file.
Click the **OK** button. The **Form Preparation** screen displays.

Upload a New Project Summary

Follow the directions in Upload a File. Uploading a new Project Summary automatically replaces the previous one.

Enter a New Project Summary in the Text Box

If a Project Summary has already been uploaded and you want to enter a new Project Summary in the text box, do the following:

1. Click the **Delete Current Project Summary** button (Figure 3). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Project Summary File Upload** screen displays (Figure 2).
3. Return to the **Form Preparation** screen.

4. Click the **Go** button next to Project Summary. The **Project Summary** screen displays with the text box (Figure 1). See Enter the Project Summary in the Text Box.

What Is the Project Description?

The Project Description is a clear statement of the work you propose to undertake. Consult the *Grant Proposal Guide (GPG)* Chapter II.C.2.d for a full description.

The Project Description is limited to 15 pages.

The Project Description should outline the general plan of work and the broad design of the proposed activities.

The Project Description *must* include:
- Objectives for the period of the proposed work and expected significance
- The proposed activities' relation to:
  - Longer-term goals of the project
  - The present state of knowledge in the field
  - The PI's work in progress under other support
  - Work in progress elsewhere

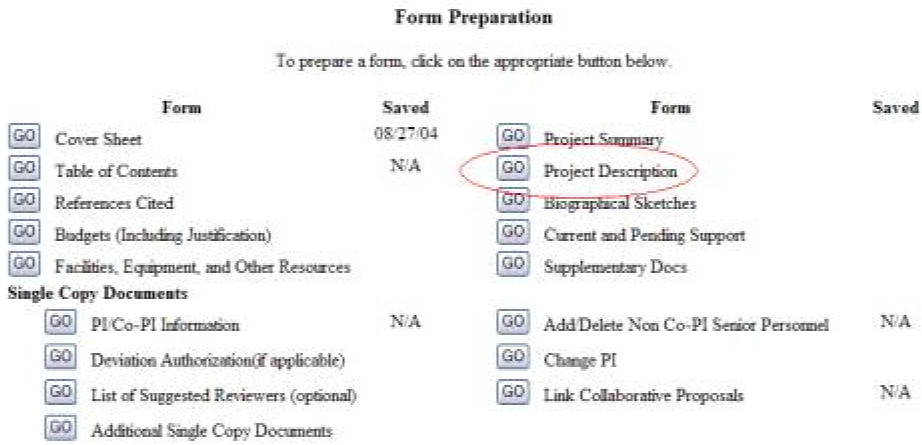
It *must* describe as an integral part of the narrative the broader impacts of the proposed activities, addressing one or more of the following as appropriate to the project:
- How the project will integrate research and education by advancing discovery and understanding while also promoting teaching, training, and learning
- How the proposed activity will broaden the participation of under-represented groups (e.g., gender, ethnicity, disability, geographic location)
- How the project will enhance the infrastructure for research/education, such as facilities, instrumentation, networks, and partnerships
- How you will broadly disseminate the project's results to enhance scientific and technological understanding
- Potential benefits of the proposed activity to society at large

Where appropriate, clearly describe experimental methods and procedures.

The Project Description should also contain your plans for preserving, documenting, and sharing any of the following (as applicable):
- Data
- Samples
- Physical collections
- Curriculum materials
- Other research and education products

Work on the Project Description

1. Prepare a word-processing document with the Project Description. See Acceptable Formats for FastLane to see all the formats that FastLane can accept.
2. Access the **Form Preparation** screen (Figure 1) (see Create a New Proposal, Edit a Proposal, or Create a New Proposal from a Template).



Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
GO Cover Sheet	08/27/04	GO Project Summary	
GO Table of Contents	N/A	GO Project Description	
GO References Cited		GO Biographical Sketches	
GO Budgets (Including Justification)		GO Current and Pending Support	
GO Facilities, Equipment, and Other Resources		GO Supplementary Docs	
Single Copy Documents			
GO PI/Co-PI Information	N/A	GO Add/Delete Non Co-PI Senior Personnel	N/A
GO Deviation Authorization(if applicable)		GO Change PI	
GO List of Suggested Reviewers (optional)		GO Link Collaborative Proposals	N/A
GO Additional Single Copy Documents			

Figure 1 Form Preparation screen. The Go button for Project Description is circled.

3. Click the **Go** button for Project Description (Figure 1). The **Project Description File Upload** screen displays (Figure 2).

Project Description

NEW! **File uploads no longer have to be in PDF format!**

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of Supported file formats (Opens new window).

Follow this link for New Upload Instructions (Opens new window).

Enter the name and location of the file to upload
or click on the **Browse** button to select the file to upload

Browse...

Upload File

Figure 2 Project Description File Upload screen.

4. Upload the Project Description. See Upload a File for instructions.

When you have accepted the upload, the **Project Description File Upload** screen displays (Figure 3) with these options:

- Display Current Project Description
- Delete Current Project Description
- Upload a New Project Description (This option automatically replaces the already uploaded file.)

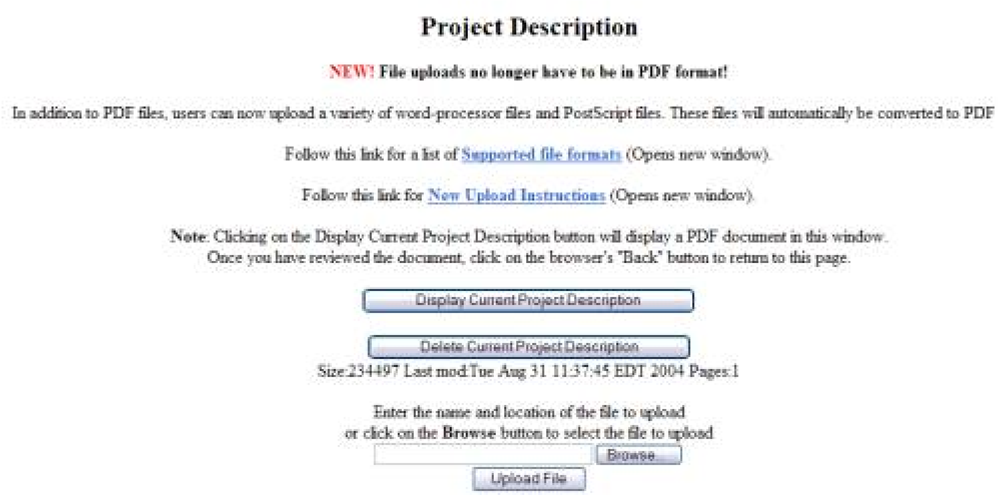


Figure 3 Project Description Upload screen after a document has been uploaded.

Display Current Project Description

Click the **Display Current Project Description** button (Figure 3). The file displays in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.

Delete Current Project Description

1. Click the **Delete Current Project Description** button (Figure 3). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Form Preparation** screen displays.

Upload a New Project Description

Follow the directions in Upload a File. Uploading a new Project Description automatically replaces the file that was previously uploaded.

See also:
- Cover Sheet
- Table of Contents
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Biographical Sketches
- Current and Pending Support

- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

Biographical Sketches

What Are Biographical Sketches?

You must submit a Biographical Sketch for each individual whom you list as a PI, Co-PI, or Senior Person on the proposal. Consult the *Grant Proposal Guide (GPG)*, Chapter II.C.2.f for a full description of a Biographical Sketch.

The Biographical Sketch for an individual is limited to two pages.

For each Biographical Sketch you *must* provide the following information (unless inapplicable):

- Professional Preparation
  State the individual's undergraduate and graduate education and postdoctoral training.
- Appointments
  List in reverse chronological order all academic and professional appointments.
- Publications
  - List up to five publications most closely related to the proposed project.
  - List up to five other significant publications, related or unrelated to the proposed project.
- Synergistic Activities
  List up to five examples that demonstrate the broader impact of the person's professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation.
- Collaborators and Co-Editors
  Name all persons in alphabetical order, with their current organizational affiliations, who are or who have been collaborators or co-authors of the individual.
- Graduate and Postdoctoral Advisors
  Name the individual's graduate advisors and principal postdoctoral sponsors with their current organizational affiliations.
- Thesis Advisor and Postgraduate-Scholar Sponsor
  Name all people, with current organizational affiliations, with whom the individual has had an association as either a thesis advisor or as a postgraduate-scholar sponsor in the last 5 years.

Work on Biographical Sketches

1. Access the **Form Preparation** screen (Figure 1) (see Create a New Proposal, Edit a Proposal, or Create a New Proposal from a Template).

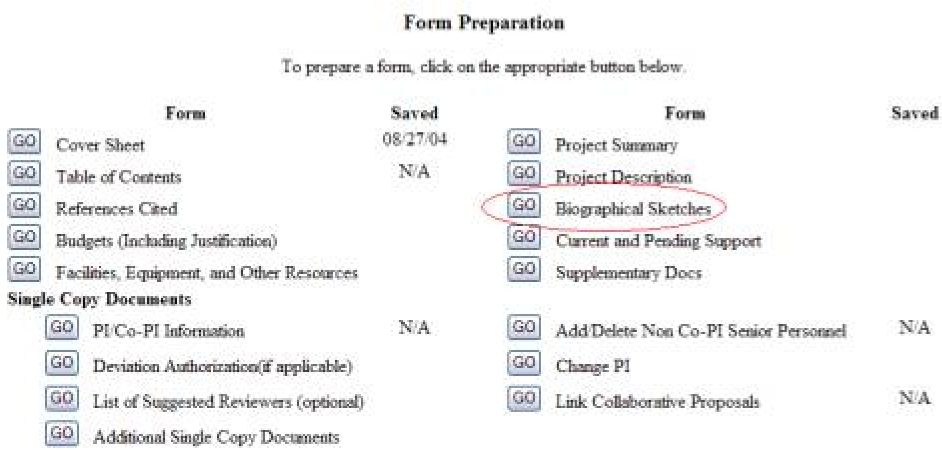


Figure 1 Form Preparation screen. The Go button for Biographical Sketches is circled.

2. Click the **Go** button for Biographical Sketches (Figure 1). The **Personnel Assigned** screen displays (Figure 2). This screen shows all people assigned to the proposal. To the right of the individual's name is the status of the Biographical Sketch:
   - **Nothing** if no Sketch has yet been entered
   - **Text** and number of characters if a Sketch was entered in the text box
   - **PDF** and number of pages if a Sketch was uploaded as a file

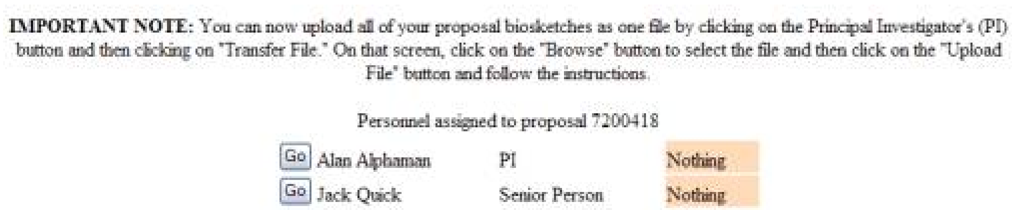


Figure 2 Assigned Personnel screen.

If an individual assigned to the proposal is not listed:
1. Return to the **Form Preparation** screen (Figure 1).
2. Click the **Go** button for Add/Delete Senior Personnel to add the person's name to the proposal (see Add/Delete Non-Co-PI Senior Personnel for instructions).

From the **Assigned Personnel** screen (Figure 2), you have these options for submitting Biographical Sketches:
- Upload a single file for all Biographical Sketches
- Submit each Biographical Sketch separately

See also:
- Cover Sheet
- Table of Contents
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources

- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

Upload a Single File for All Biographical Sketches

1. Create a word-processing document with the Biographical Sketches for the PI, Co-PIs, and any other Senior Personnel assigned to the proposal.
2. Access the **Assigned Personnel** screen (Figure 1) (see Work on Biographical Sketches).

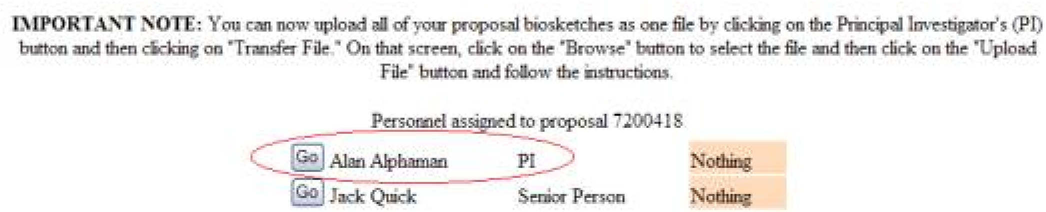


Figure 1 Assigned Personnel screen. The Go button for the PI is circled.

3. Click the **Go** button next to the name of the PI (Figure 1). The **Biographical Sketch for PI** screen displays (Figure 2).

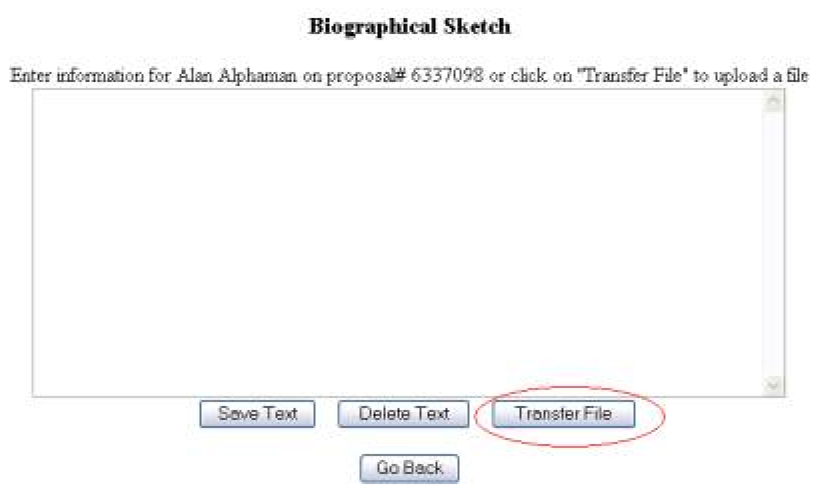


Figure 2 Biographical Sketch for PI screen. The Transfer File button is circled.

4. Click the **Transfer File** button (Figure 2). The **Bio Sketch File Upload** screen displays (Figure 3).

Figure 3 Bio Sketch File Upload screen.

5. Upload the single file of Biographical Sketches. See Upload a File for instructions.

When you have accepted the upload, the **Bio Sketch File Upload** screen displays (Figure 4) with these new options:

- Display Current Bio Sketch
- Delete Current Bio Sketch
- Upload a New Bio Sketch

Figure 4 Bio Sketch File Upload screen after a Sketch has been uploaded.

Display Current Biographical Sketch

Click the **Display Current Bio Sketch** button (Figure 4). The previously uploaded Bio Sketch displays in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.

Delete Current Current Biographical Sketch

1. Click the **Delete Current Bio Sketch** button (Figure 4). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Form Preparation** screen displays.

Upload a New Biographical Sketch

Follow the directions in Upload a File. Uploading a new document will automatically delete the originally uploaded document.

Submit Each Biographical Sketch Separately

1. Access the **Assigned Personnel** screen (Figure 1) (see Work on Biographical Sketches).

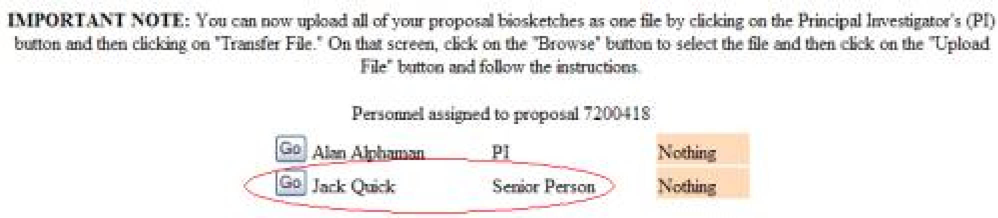


Figure 1 Assigned Personnel screen. The Go button for a Senior Person is circled.

2. Click the **Go** button next to the name of the person whose Biographical Sketch you are submitting. The **Biographical Sketch** screen displays (Figure 2). You have two options for submitting the Sketch:
   - Enter the Biographical Sketch in the text box
   - Upload the Biographical Sketch

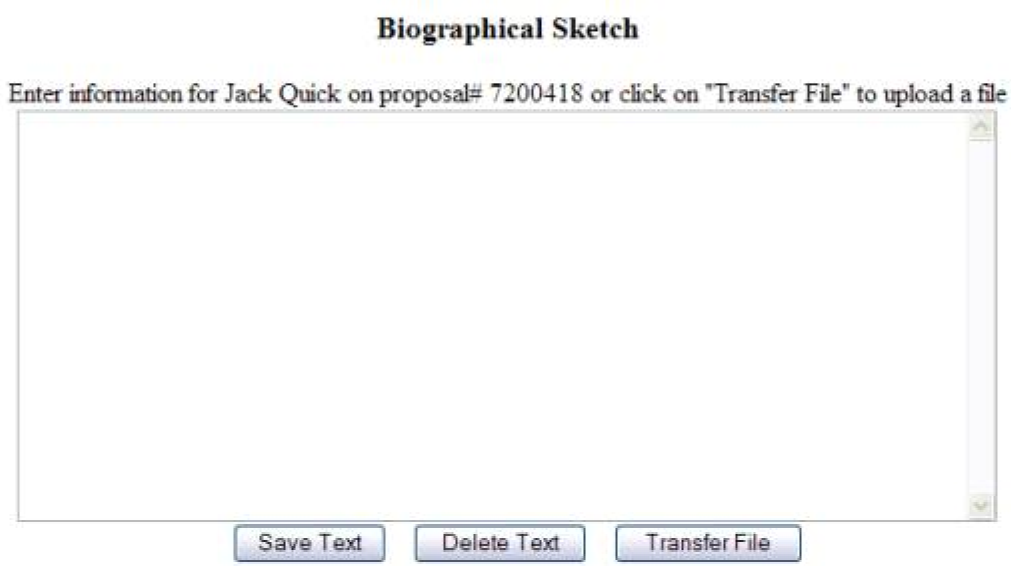


Figure 2 Biographical Sketch for PI screen.

Enter the Biographical Sketch in the Text Box

1. Access the **Biographical Sketch** screen (Figure 1) (see Submit Each Biographical Sketch Separately).

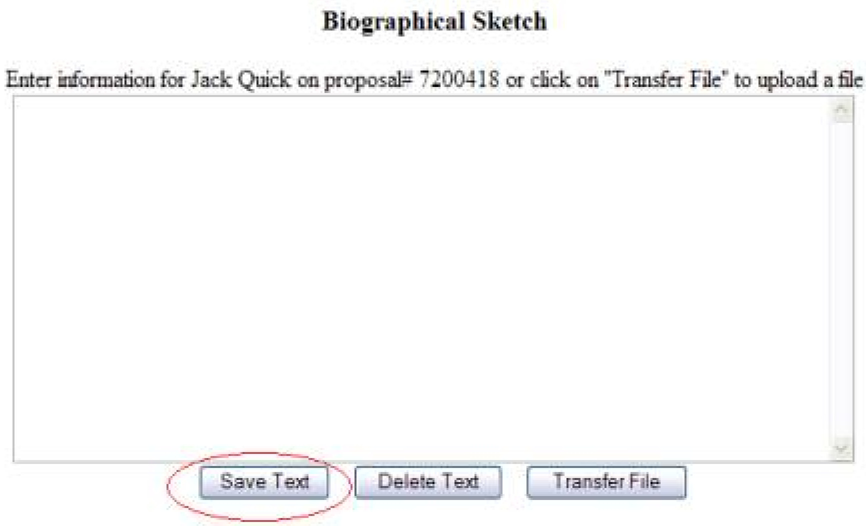


Figure 1 Biographical Sketch screen. The Save Text button is circled.

2. Type or copy and paste the sketch in the text box (Figure 1).
3. Click the **Save Text** button (Figure 1). A screen displays (Figure 2) with the message that the Bio Sketch data is saved.

Figure 2 Screen with message that the Biographical Sketch data has been saved.

4. Click the **OK** button (Figure 2). The **Assigned Personnel** screen displays (Figure 3). To the right of the name of the person whose Sketch you entered is the word **Text** with the number of characters in the text.

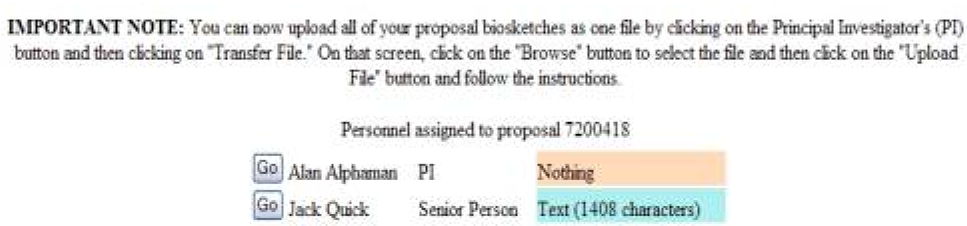


Figure 3 Assigned Personnel screen showing that a Sketch was entered and how many characters are in the Sketch.

Upload the Biographical Sketch

1. Access the **Biographical Sketch** screen (Figure 1) (see Submit Each Biographical Sketch Separately).

Figure 1 Biographical Sketch screen. The Transfer File button is circled.

2. Click the **Transfer File** button (Figure 1). The **Bio Sketch File Upload** screen displays (Figure 2). See Upload a File for directions.

When you have accepted the upload, the **Bio Sketch File Upload** screen displays (Figure 2) with these new options:

- Display Current Bio Sketch
- Delete Current Bio Sketch
- Upload a New Bio Sketch for the same Senior Person

Figure 2 Bio Sketch File Upload screen after a Sketch has been uploaded.

Display Current Biographical Sketch

Click the **Display Current Bio Sketch** button (Figure 2). The previously uploaded Bio Sketch displays in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.

Delete Current Biographical Sketch

1. Click the **Delete Current Bio Sketch** button (Figure 2). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Form Preparation** screen displays.

Upload a New Biographical Sketch

Follow the directions in Upload a File. Uploading a new Bio Sketch for a Senior Person automatically replaces the previous Sketch for that person.

Current and Pending Support

What Is Current and Pending Support?

NSF requires that you submit information on any current and pending support for the project and proposals, including subsequent funding for any continuing grants, as follows:

- Report all current project support from any source—such as federal, state, local, or foreign governments; public or private foundations; and industrial or other commercial organizations. This must include support for the proposed project and all other projects or activities that require a portion of time from the PI and other Senior Personnel on the proposal, even if support does not include salary support.
- Give the total award amount for the entire award period covered (including indirect costs).
- Indicate the number of person-months per year to be devoted to the project, regardless of the source of support.
- Submit information for all proposals already submitted or submitted concurrently to other possible sponsors, including NSF. Concurrent submission of a proposal to other organizations does not prejudice the NSF review of the proposal.

Work on Current and Pending Support

1. Access the **Form Preparation** screen (Figure 1) (see Create a New Proposal, Edit a Proposal, or Create a New Proposal from a Template).

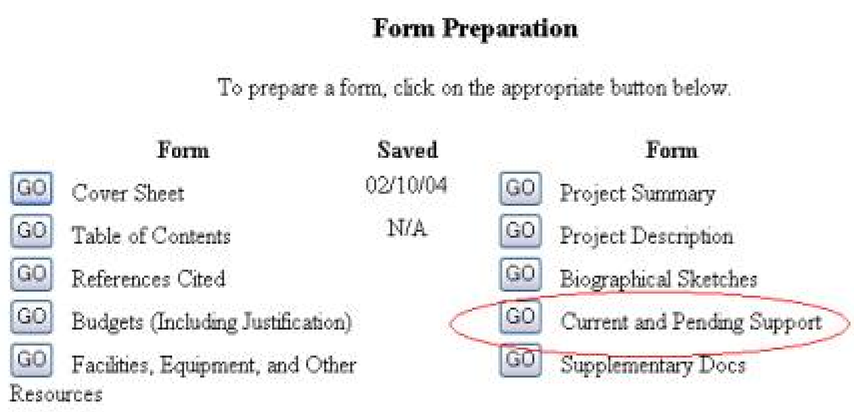


Figure 1 Form Preparation screen. The Go button for Current and Pending Support is circled.

2. On the **Form Preparation** screen (Figure 1), click the **Go** button for Current and Pending Support (Figure 1). The **Current and Pending Support** screen displays (Figure 2). The right side of the screen lists the PI, Co-PIs, and other Senior Personnel assigned to the proposal. You must report on current and pending support for each individual listed.

Figure 2 Upper portion of the Current and Pending Support form screen.

You have these options for submitting Current and Pending Support:

- Upload a single file for all Current and Pending Support information for all the individuals
- Submit Current and Pending Support information for each individual separately

See also:

- Cover Sheet
- Table of Contents
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

Upload a Single File for All Current and Pending Support

1. Create a word-processing document that lists the current and pending support by project/proposal for each individual (see Acceptable Formats for FastLane for a listing of all the formats FastLane accepts). We encourage you to report using these fields for each project/proposal for a person:
   - Project/proposal title
   - Source of support
   - Project location
   - Total award amount
   - Starting date
   - Ending date
   - Support type—current, pending, submission planned in near future, or transfer of support
   - Person-months per year committed to the project—calendar, academic, and summer
2. Access the **Current and Pending Support** screen (Figure 1) (see Work on Current and Pending Support).

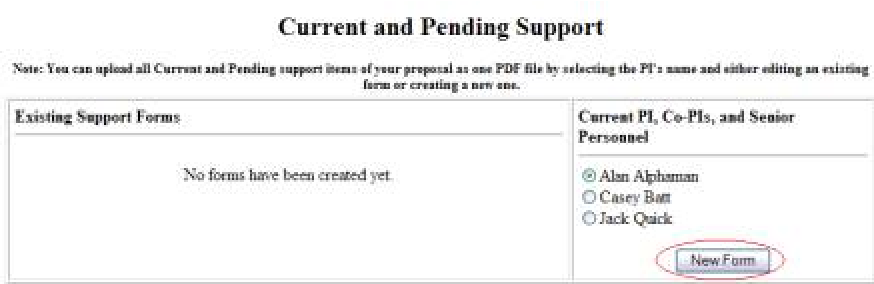


Figure 1 Current and Pending Support screen. The New Form button is circled.

3. In the **Current PIs, Co-PIs, and Senior Personnel** section (Figure 1), click the radio button for the name of the PI for the proposal.
4. Click the **New Form** button (Figure 1). The **Current and Pending Support Form** screen displays (Figure 2).

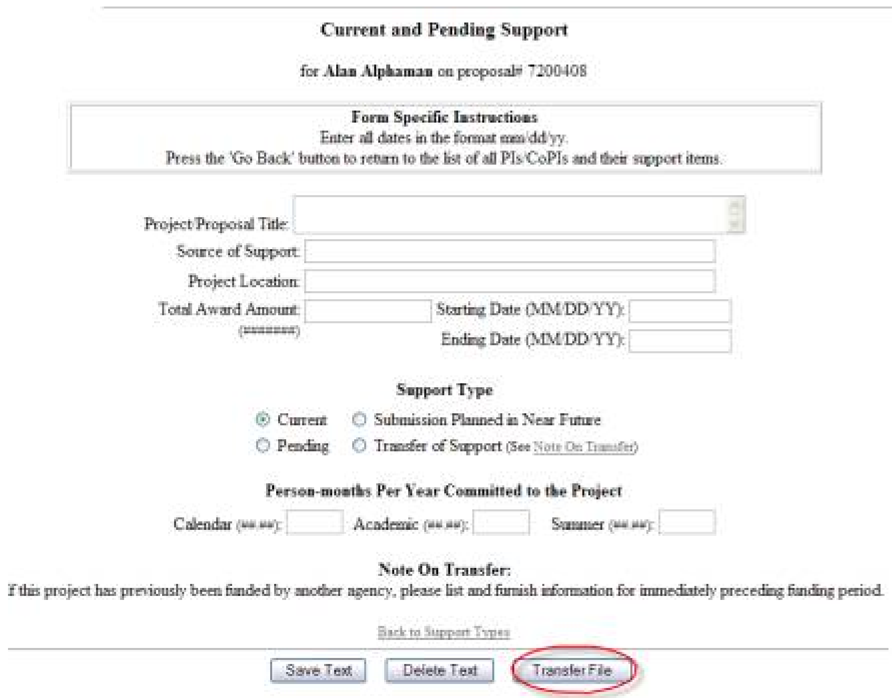


Figure 2 Current and Pending Support Form screen for an individual. The Transfer File button is circled.

5. Click the **Transfer File** button (Figure 2). The **Current and Pending Support File Upload** screen displays (Figure 2).

Figure 3 Current and Pending Support File Upload screen.

Upload the single file with the Current and Pending Support information for all individuals listed for the proposal. See Upload a File for instructions. Once you have accepted the upload, the file is listed in the **Existing Support Forms** section of the **Current and Pending Support** screen (Figure 4).

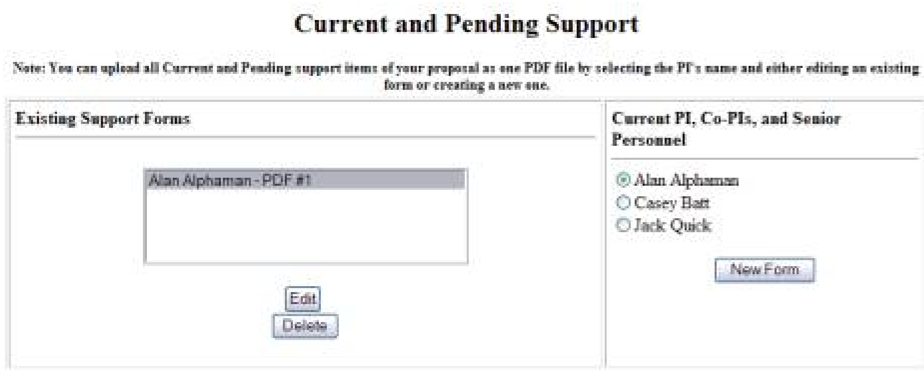


Figure 4 Current and Pending Support screen with the PDF file now listed in the Existing Support Forms list.

When you have accepted the upload, the **Current and Pending Support File Upload** screen displays (Figure 5) with these options:

- Display Current Current and Pending Support
- Delete Current Current and Pending Support

Figure 5 Current and Pending Support File Upload screen with options to Display and Delete current files.

Display Current Current and Pending Support

Click the **Display Current Current and Pending Support** button (Figure 5). The previously uploaded file displays in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.

Delete Current Current and Pending Support

1. Click the **Delete Current Current and Pending Support** button (Figure 5). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Form Preparation** screen displays.

To change the report, you have these options:
- Upload a new file, which will automatically delete the old file
- Delete the uploaded file and enter the information separately (see Submit Current and Pending Support for Each Individual Separately).

Submit Current and Pending Support for Each Individual Separately

1. Access the **Current and Pending Support** screen (Figure 1) (see Work on Current and Pending Support).

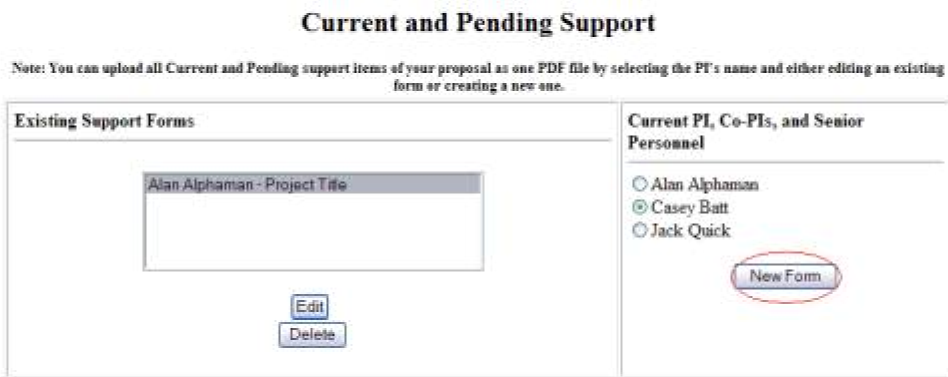


Figure 1 Current and Pending Support form screen. The New Form button is circled.

2. Click the radio button for the person whose support you want to report (Figure 1).
3. Click the **New Form** button (Figure 1). The **Current and Pending Support Form** screen displays (Figure 2). You have two options for submitting the report:
   - Enter the information on the Current and Pending Support form
   - Upload a file with all the Current and Pending Support information for that individual

Current and Pending Support

for **Casey Batt** on proposal# 7200408

Form Specific Instructions
Enter all dates in the format mm/dd/yy.
Press the 'Go Back' button to return to the list of all PIs/CoPIs and their support items.

Project/Proposal Title:
Source of Support:
Project Location:
Total Award Amount: (#######) Starting Date (MM/DD/YY):
Ending Date (MM/DD/YY):

Support Type

Current
Submission Planned in Near Future
Pending
Transfer of Support (See Note On Transfer)

Person-months Per Year Committed to the Project

Calendar (##.##): Academic (##.##): Summer (##.##):

Note On Transfer:
If this project has previously been funded by another agency, please list and furnish information for immediately preceding funding period.

Back to Support Types

Save Text | Delete Text | Transfer File

Figure 2 Current and Pending Support form for a Senior Person.

Enter the Information in the Current and Pending Support Form

1. Access the **Current and Pending Support Form** screen (Figure 1) (see Submit Current and Pending for Each Individual Support Separately).

Figure 1 Current and Pending Support Form screen for a Senior Person. The Save Text button is circled.

2. In the **Project Proposal Title** box (Figure 1), type the proposal title.
3. In the **Source of Support** box (Figure 1), type the source of support.
4. In the **Project Location** box (Figure 1), type the location of the project.
5. In the **Total Award Amount** (Figure 1), type the total amount of the award (no dollar sign, no commas).
6. In the **Starting Date** box (Figure 1), type the starting date (in mm/dd/yyyy format).
7. In the **Ending Date** box (Figure 1), type the ending date (in mm/dd/yyyy format).
8. Under **Support Type** (Figure 1), click the radio button for the type of support.
9. Under **Person-Months Per Year Committed to the Project** (Figure 1), type the Calendar months, the Academic months, and the Summer months in the boxes.
10. Click the **Save Text** button (Figure 1). A screen displays (Figure 2) with confirmation that FastLane has saved the data.

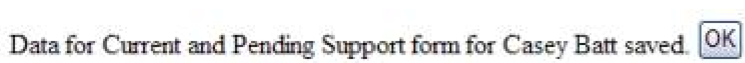


Figure 2 Screen with the message that the data has been saved.

11. Click the **OK** button (Figure 2). **The Current and Pending Support** screen displays (Figure 3) with the report listed in the **Existing Support Forms** section.

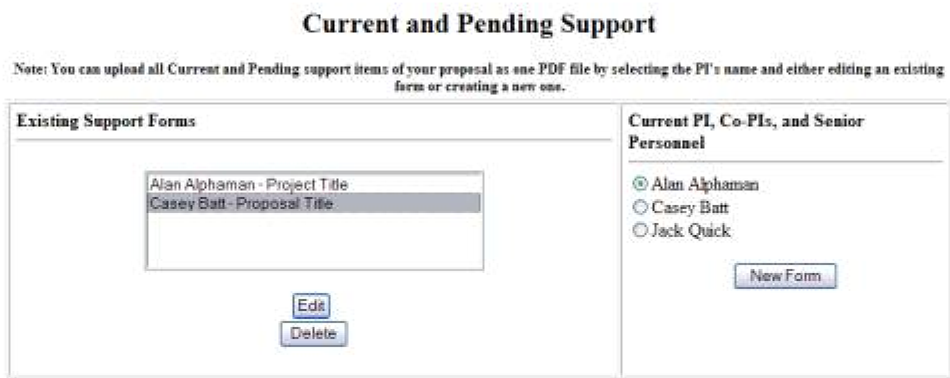


Figure 3 Current and Pending Support screen with the report for a Senior Person highlighted under Existing Support Forms.

12. Repeat the process for each project that a listed individual is involved in.

Edit a Current and Pending Support Form

1. Access the **Current and Pending Support** screen (Figure 1) (see Work on Current and Pending Support).

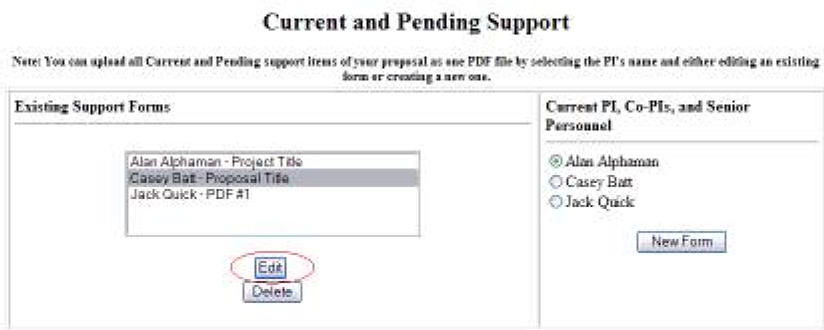


Figure 1 Current and Pending Support screen. The Edit button is circled.

2. In the **Existing Support Forms** section (Figure 1), highlight the report that you want to edit that was entered in the **Current and Pending Support Form** screen (Project Title).
3. Click the **Edit** button (Figure 1). The **Current and Pending Support Form** screen displays (Figure 2).

Figure 2 Current and Pending Support Form screen. The Save Text button is circled.

4. Edit the report as you require (Figure 2).
5. Click the **Save Text** button (Figure 2). A screen displays (Figure 3) with confirmation that FastLane has saved the data.

Figure 3 Screen with the message that the data has been saved.

6. Click the **OK** button (Figure 3). **The Current and Pending Support** screen displays (Figure 1).

Upload a File with Current and Pending Support for an Individual

1. Create a word-processing document that lists the current and pending support by project/proposal for an individual (see Acceptable Formats for FastLane for a listing of all the formats FastLane accepts). We encourage you to report using these fields for each project/proposal for a person:
   - Project/proposal title
   - Source of support
   - Project location
   - Total award amount
   - Starting date
   - Ending date
   - Support type—current, pending, submission planned in near future, or transfer of support
   - Person-months per year committed to the project—calendar, academic, and summer
2. Access the **Current and Pending Support** screen (Figure 1) (see Work on Current and Pending Support).

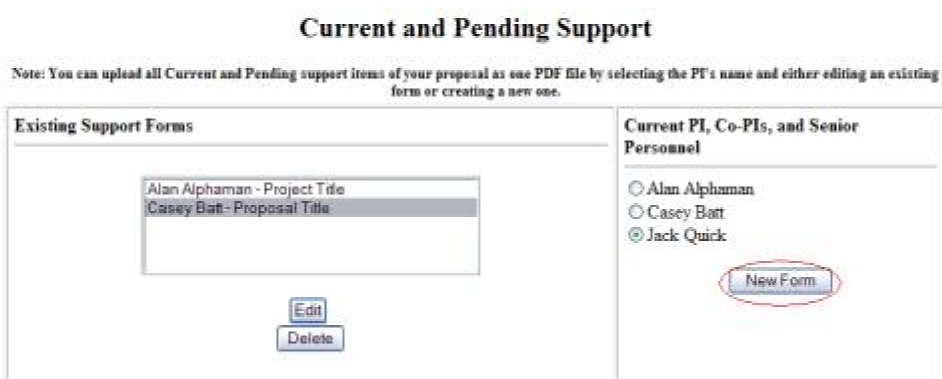


Figure 1 Current and Pending Support screen. The New Form button is circled.

3. In the **Current PI, Co-PIs, and Senior Personnel** section (Figure 1), click the radio button for the individual's name.
4. Click the **New Form** button (Figure 1). The **Current and Pending Support Form** screen displays (Figure 2).

Figure 2 Current and Pending Support Form screen. The Transfer File button is circled.

5. Click the **Transfer File** button (Figure 2). The **Current and Pending Support File Upload** screen displays (Figure 3).

Figure 3 Current and Pending Support File Upload screen.

6. Upload the file. See Upload a File for directions.

When you have accepted the upload, the **Current and Pending Support File Upload** screen displays (Figure 4) with these new options:

- Display Current Current and Pending Support
- Delete Current Current and Pending Support

Figure 4 Current and Pending Support File Upload screen with options to Display and Delete current files.

Display Current Current and Pending Support

Click the **Display Current Current and Pending Support** button (Figure 4). The previously uploaded file displays in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.

Delete Current Current and Pending Support

1. Click the **Delete Current Current and Pending Support** button (Figure 4). A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Form Preparation** screen displays.

To change the report, you have these options:

- Upload a new file, which will automatically delete the old file
- Delete the file and enter the information on the **Current and Pending Support Form** screen (see Enter the Information in the Current and Pending Support Form).

Edit an Uploaded Current and Pending Support Form

1. On a word-processor, edit the document that you originally uploaded.
2. Access the **Current and Pending Support** screen (Figure 1) (see Work on Current and Pending Support).

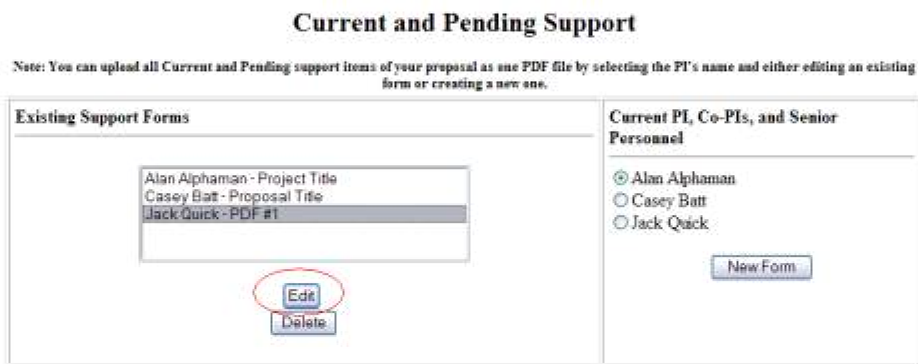


Figure 1 Current and Pending Support screen. The Edit button is circled.

3. In the **Existing Support Forms** section (Figure 1), highlight the uploaded report you want to edit (PDF File).
4. Click the **Edit** button (Figure 1). The **Current and Pending Support File Upload** screen displays (Figure 2).

Figure 2 Current and Pending Support File Upload screen.

5. Upload the edited document. See Upload a File. This will automatically replace the original document with the edited document.

Supplementary Documents

What Are Supplementary Documents?

This area allows for entering Special Information and Supplementary Documents that either your Sponsoring Project Office or the _Grant Proposal Guide (GPG)_ specifies for the proposal.

Otherwise, if special information and supplementary documentation *are relevant to determining the quality of the proposed work*, you must include this information in either the Project Description or Budget Justification.

Information you enter here is not considered as part of the 15-page limit for the Project Description or as an appendix.

Consult the _Grant Proposal Guide (GPG)_, Chapter II.C.2.j for more on Supplementary Documents. You may submit more than one Supplementary Document.

Work on Supplementary Documents

1. Access the **Form Preparation** screen (Figure 1) (see Create a New Proposal, Edit a Proposal, or Create a New Proposal from a Template).

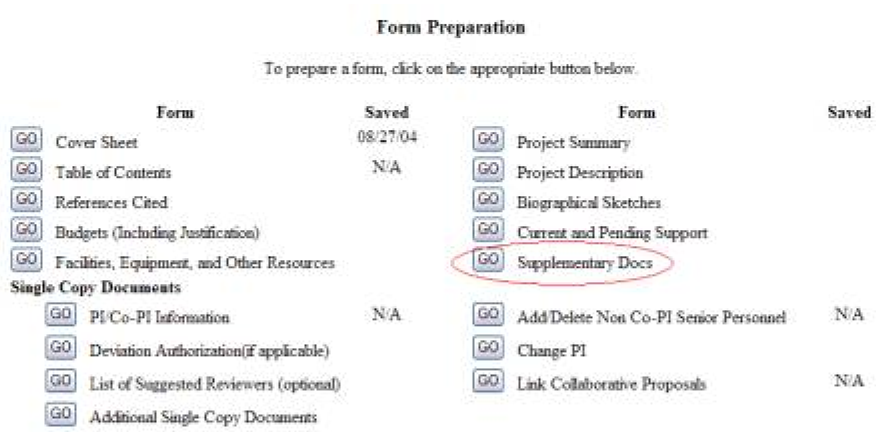


Figure 1 Form Preparation screen. The Go button for Supplementary Docs is circled.

2. Click the **Go** button for Supplementary Docs on the **Form Preparation** screen (Figure 1). The **Supplementary Docs** screen displays (Figure 2).

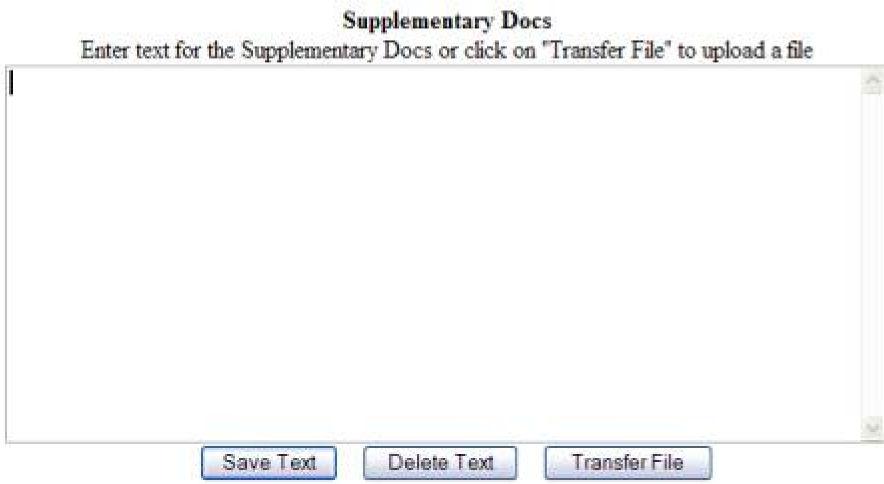


Figure 2 Supplementary Docs screen with text box.

You have these options:

- Enter the Supplementary Document in the text box
- Upload the Supplementary Document

See also:

- Cover Sheet
- Table of Contents
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

Enter the Supplementary Document in the Text Box

1. Access the **Supplementary Docs** screen (Figure 1) (see Work on Supplementary Documents).

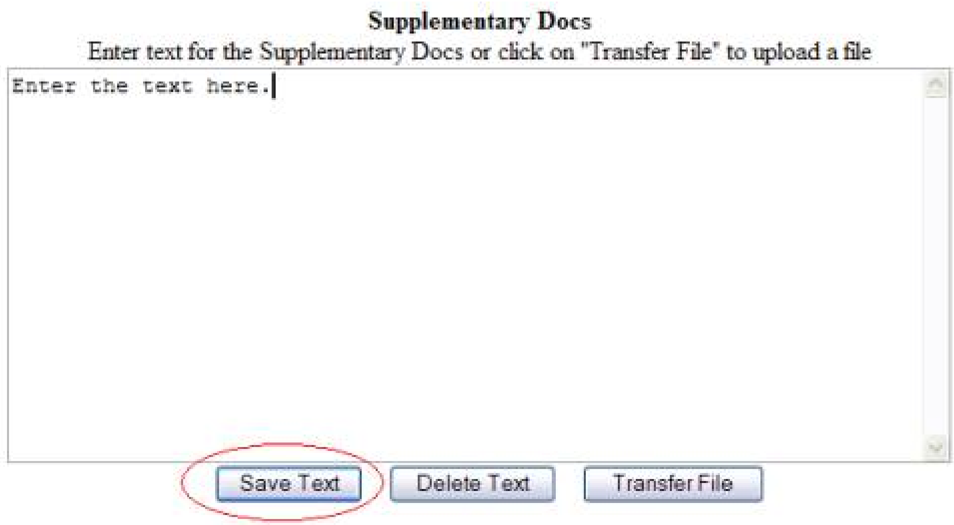


Figure 1 Supplementary Docs screen. The Save Text button is circled.

2. Type in or copy and paste the Supplementary Document in the text box (Figure 1).
3. Click the **Save Text** button (Figure 1). A screen displays (Figure 2) with the message that the Supplementary Document data is saved.

Figure 2 Screen with the message that the Supplementary Document text has been saved.

4. Click the **OK** button (Figure 2). The **Form Preparation** screen displays.

Upload the Supplementary Document

1. Access the **Supplementary Docs** screen (Figure 1) (see Work on Supplementary Documents).

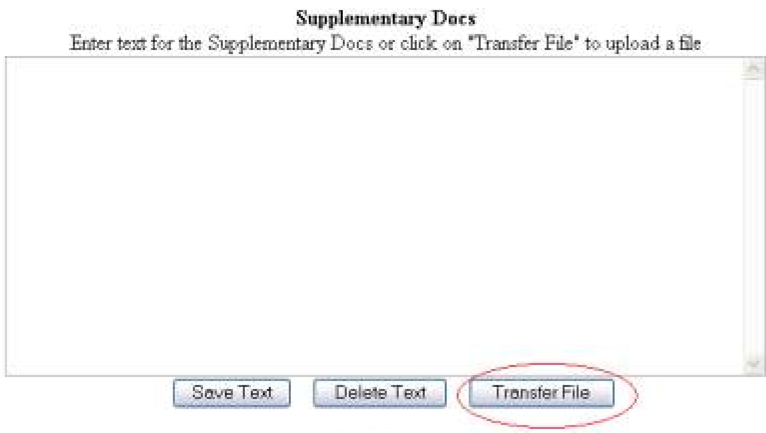


Figure 1 Supplementary Docs screen. The Transfer File button is circled.

2. Click the **Transfer File** button (Figure 1). The **Supplementary Document File Upload** screen displays (Figure 2). See Upload a File for directions.

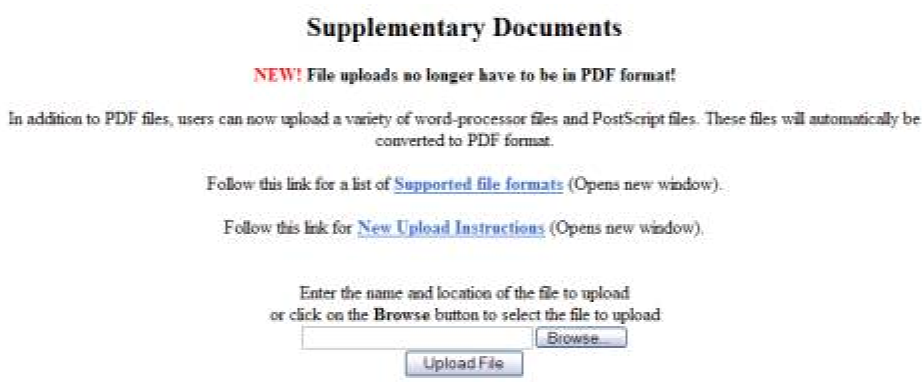


Figure 2 Supplementary Documents File Upload screen.

If a Supplementary Document has already been uploaded, when you click the **Go** button for Supplementary Document on the **Form Preparation** screen, the **Supplementary Document File Upload** screen displays as in Figure 3.

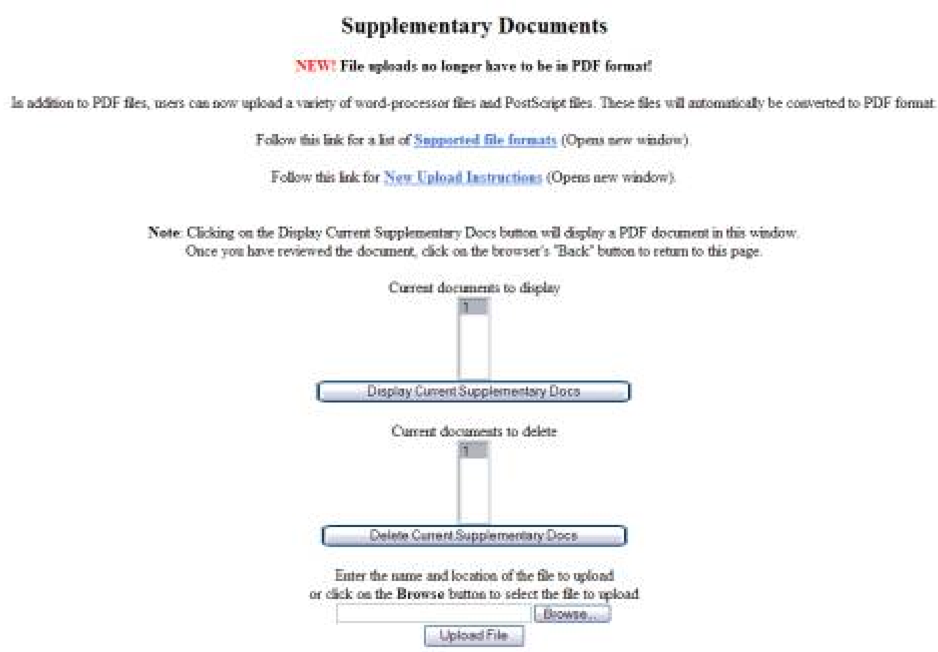


Figure 3 Supplementary Document File Upload screen after a file has been uploaded.

This screen gives you these options:

- Display Current Supplementary Docs
- Delete Current Supplementary Docs
- Upload a Supplementary Document

Note: Uploading a new Supplementary Document will not result in deleting a previously uploaded file.

Display Current Supplementary Docs

1. On the **Supplementary Document File Upload** screen (Figure 3), highlight the Supplementary Document you want to view in the list.
2. Click the **Display Current Supplementary Docs** button (Figure 3). The file displays in PDF format. If you need to download Adobe Reader, see Adobe Reader for FastLane.

Delete Current Supplementary Docs

1. On the **Supplementary Document File Upload** screen (Figure 3), highlight the Supplementary Document you want to delete in the list.
2. Click the **Delete Current Supplementary Docs** button (Figure 3). A screen displays asking you to confirm that you want to delete the file.
3. Click the **OK** button. The **Form Preparation** screen displays.

Upload a Supplementary Document

Follow the directions in Upload a File. Uploading a new file will not replace any previously uploaded files.

Enter a New Supplementary Document in the Text Box

If a Supplementary Document has already been uploaded and you want to write a new Supplementary Document in the text box, do the following:

1. On the **Supplementary Document File Upload** screen (Figure 3), click the **Delete Current Project Summary** button. A screen displays with a message for you to confirm that you want to delete the file.
2. Click the **OK** button. The **Supplementary Docs File Upload** screen displays (Figure 3).
3. Return to the **Form Preparation** screen.
4. Click the **Go** button next to Supplementary Docs. The **Supplementary Docs** screen displays with the text box. See Enter the Supplementary Document in the Text Box.

Add/Delete Non-Co-PI Senior Personnel

What Is Add/Delete Non-Co-PI Senior Personnel?

You can add Senior Personnel to the proposal or delete Senior Personnel from the proposal.

You *must* add the name of a Senior Person on this form for their name to display in the list of Senior Personnel for whom you can request NSF funds in the Budgets (Including Justification) form.

Conversely, deleting an individual as a Senior Person removes their name from the list of persons for whom you can request funding in the Budgets (Including Justification) form and removes their Biographical Sketch from the proposal if a sketch has been entered or uploaded.

In this form, you can take these actions:

- Add a Senior Person
- Delete a Senior Person

See also:

- Cover Sheet
- Table of Contents
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Change PI
- Link Collaborative Proposals
- Proposal Classification Form

Add a Senior Person

1. Access the **Form Preparation** screen (Figure 1) (see Create a New Proposal, Edit a Proposal or Create a New Proposal from a Template).

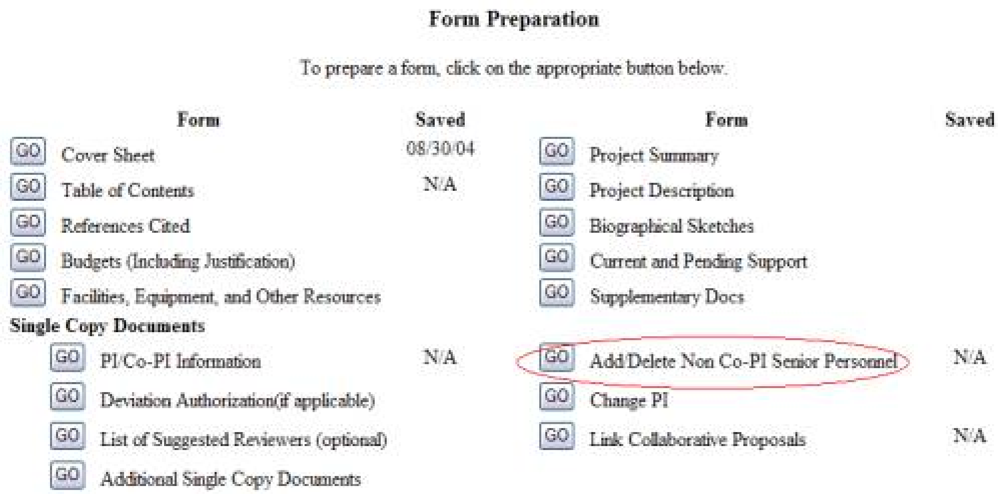


Figure 1 Form Preparation screen. The Go button for Add/Delete Non Co-PI Senior Personnel is circled.

2. Click the **Go** button for Add/Delete Non-Co-PI Senior Personnel (Figure 1). The **Add/Delete Non-Co-PI Senior Personnel Assigned to Proposal** screen displays (Figure 2).

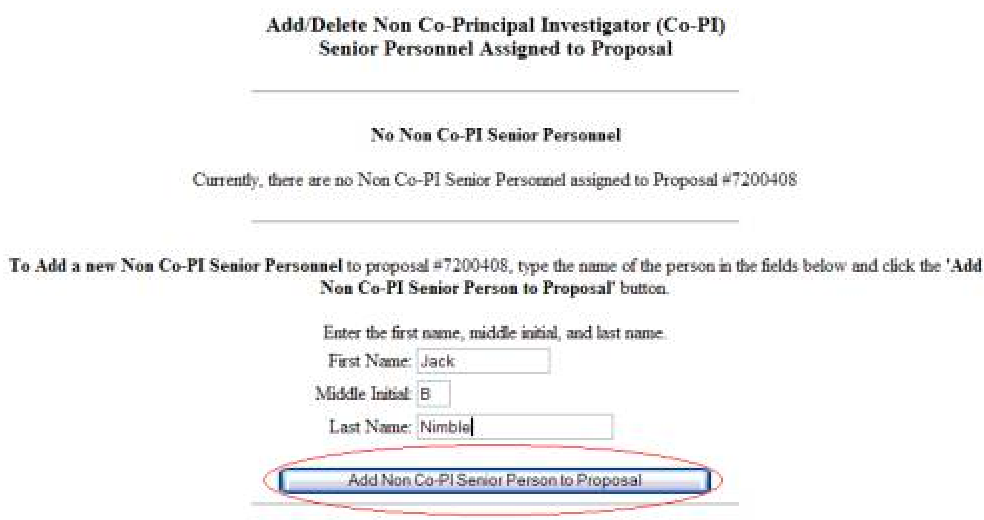


Figure 2 Add/Delete Non Co-PI Senior Personnel Assigned to Proposal screen. The Add Non-Co-PI Senior Person to Proposal button is circled.

3. In the **First Name** box (Figure 2), type the person's first name.

4. In the **Middle Initial** box (Figure 2), type the person's middle initial.
5. In the **Last Name** box (Figure 3), type the person's last name.
6. Click the **Add Non Co-PI Senior Person to Proposal** button (Figure 2). The **Add/Delete Non-Co-PI Senior Personnel** screen displays (Figure 3). The name of the added Senior Person now displays in a list at the top of the screen. The person's name also displays in the Budgets (Including Justification) form in the list of people for whom you can request funds from NSF in the proposal budget.

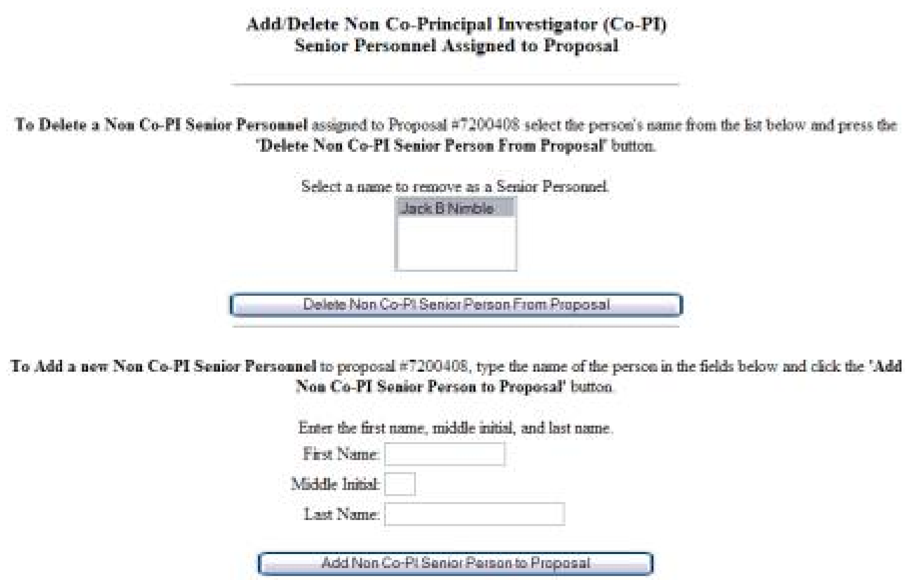


Figure 3 Add/Delete Non-Co-PI Senior Personnel Assigned to Proposal screen with the name of the newly added Senior Person in the list of Senior Personnel at the top.

Delete a Senior Person

1. Access the **Form Preparation** screen (Figure 1) (see Create a New Proposal, Edit a Proposal or Create a New Proposal from a Template).

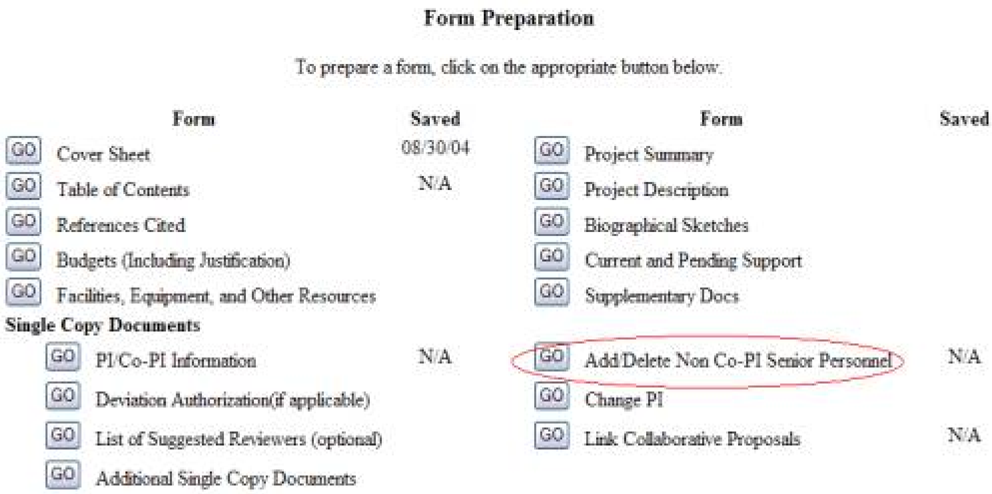


Figure 1 Form Preparation screen. The Go button for Add/Delete Non Co-PI Senior Personnel is circled.

2. Click the **Go** button for Add/Delete Non-Co-PI Senior Personnel (Figure 1). The **Add/Delete Non-Co-PI Senior Personnel Assigned to Proposal** screen displays (Figure 2).

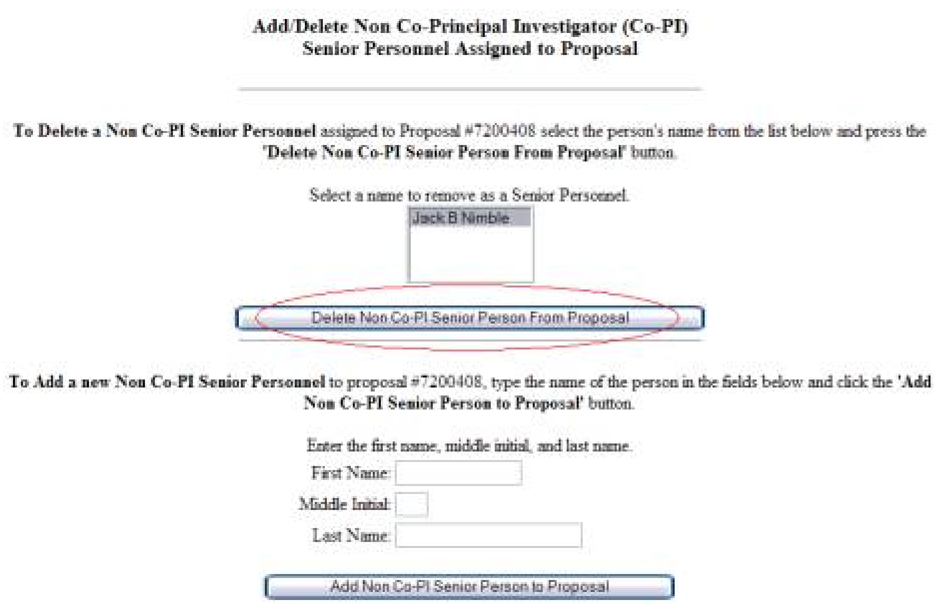


Figure 2 Add/Delete Non-Co-Principal Investigator Senior Personnel Assigned to Proposal screen. The Delete Non-Co-PI Senior Person from Proposal button is circled.

2. Highlight the name of the Senior Person you want to delete from the list of Senior Persons (Figure 2).
3. Click the **Delete Non-Senior Person From Proposal** button (Figure 2). A screen displays (Figure 3) with a message for you to confirm that you want to delete this Senior Person from the proposal.

Figure 3 Screen with a message for you to confirm that you want to delete this Senior Person from the proposal.

4. Click the **OK** button (Figure 3). A screen displays (Figure 4) with a message that the name you selected has been deleted.

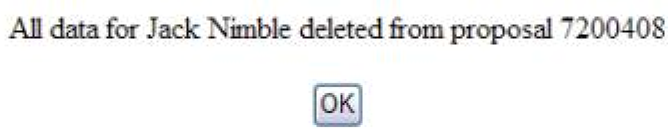


Figure 4 Screen with a message that the Senior Person has been deleted.

5. Click the **OK** button (Figure 4). The **Add/Delete Non-Co-Principal Investigator Senior Personnel Assigned to Proposal** screen displays with the person’s name no longer on the list of Senior Persons.

What Is Change PI?

In this form, you can designate a Co-PI as a PI for the proposal. The former PI then becomes a Co-PI.

The person being made a PI for the proposal *must* meet these conditions:

- Be registered as a PI with NSF
  If not, request your SPO to register the person.
- Be listed as a Co-PI for the proposal
  If not a Co-PI, add the person as a Co-PI in the Co-PI Information section of the Remainder of the Cover Sheet component of the Cover Sheet.

Work on Change PI

1. **Access the Form Preparation** screen (Figure 1) (see Create a New Proposal, Edit a Proposal, or Create a New Proposal from a Template).

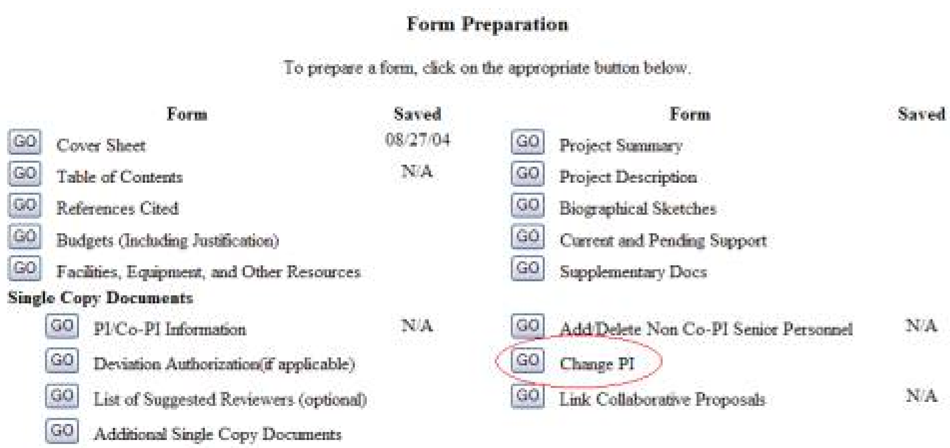


Figure 1 Form Preparation screen. The Go button next to Change PI is circled.

2. Click the **Go** button for Change PI (Figure 1). The **Change PI on Proposal** screen displays (Figure 2) and lists all the Co-PIs on the proposal.

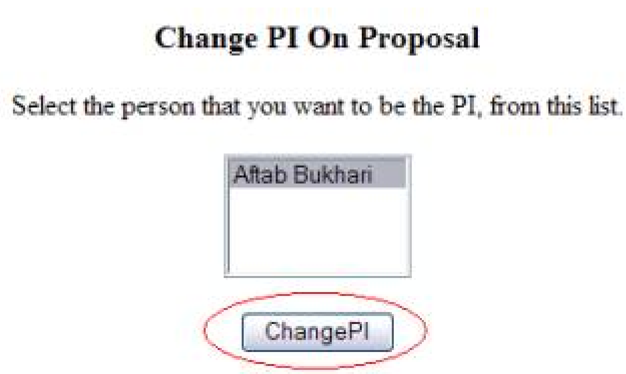


Figure 2 Change PI on Proposal screen. The Change PI button is circled.

3. Highlight the name of the person you want to designate PI from the list of Co-PIs (Figure 2).
4. Click the **Change PI** button (Figure 2). A screen displays (Figure 3) with a warning that you are about to change the PI of the proposal.

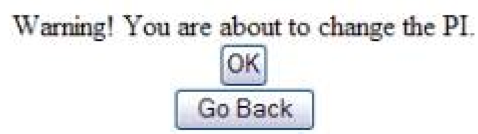


Figure 3 Screen with a warning that you are about to change the PI.

5. Click the **OK** button (Figure 3). A screen displays (Figure 4) with the message that the PI on the proposal is now changed.

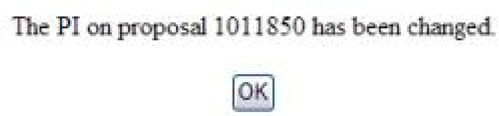


Figure 4 Screen with the message that the PI has been changed.

6. Click the **OK** button (Figure 4). The **Change PI on Proposal** screen displays (Figure 5). This time, the former PI is on the list of Co-PIs, and the new PI's name is no longer on the list.

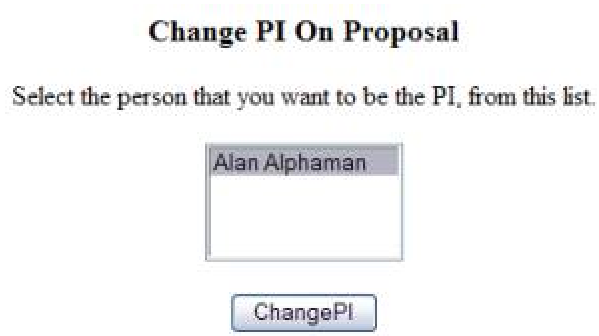


Figure 5 Change PI on Proposal screen with the original PI now listed as the Co-PI.

See also:
- Cover Sheet
- Table of Contents
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources

- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Link Collaborative Proposals
- Proposal Classification Form

Link Collaborative Proposals

What Is Link Collaborative Proposals?

In this form you can link your temporary proposal with other temporary proposals. This gives NSF the ability to evaluate and consider the lead and non-lead proposals together.

Linking your proposal to another temporary proposal results in the deletion in the non-lead linked proposal of:

- The Project Summary
- Project Description
- References Cited

You may link your proposal to as many other temporary proposals as you require.

You have these options in Link Collaborative Proposals:

- Link a temporary proposal
- Delete a link between proposals

See also:

- Cover Sheet
- Table of Contents
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Proposal Classification Form

Link a Temporary Proposal

1. Access the **Form Preparation** screen (Figure 1) (see Create a New Proposal, Edit a Proposal, or Create a New Proposal from a Template).

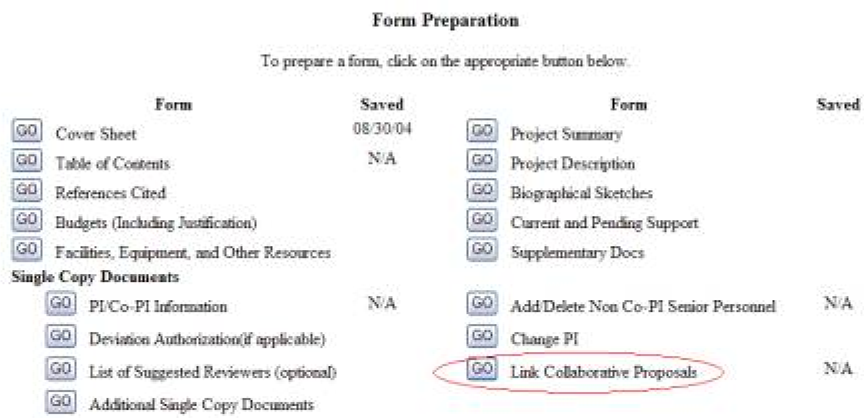


Figure 1 Form Preparation screen. The Go button for Link Collaborative Proposals is circled.

2. Click the **Go** button for Link Collaborative Proposals (Figure 1). The **Link Collaborative Temporary Proposals** screen displays (Figure 2).

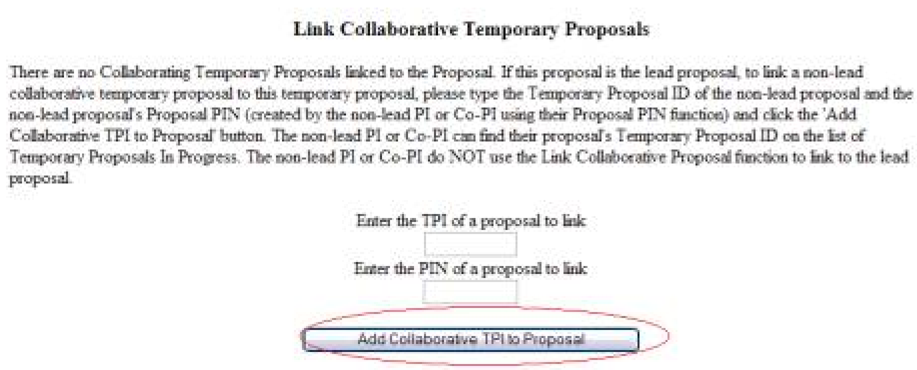


Figure 2 Link Collaborative Temporary Proposals screen. The Add Collaborative TPI to Proposal button is circled.

3. In the **Enter the TPI of a Proposal to Link** box (Figure 2), type the Temporary Proposal ID (TPI) of the temporary proposal to link.
4. In the **Enter the PIN of a Proposal to Link** box (Figure 2), type the PIN, which is provided by the PI for the collaborating proposal, of the collaborating temporary proposal to link.
5. Click the **Add Collaborative TPI to Proposal** button (Figure 2). A screen displays (Figure 3) with a message for you to confirm that you want to link the proposals.

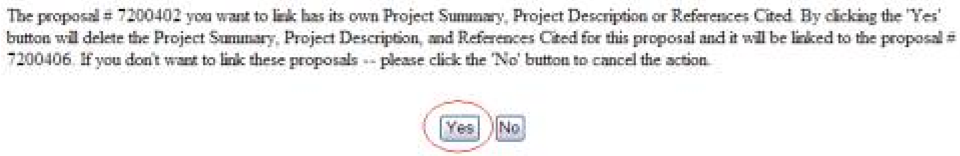


Figure 3 Screen with a message for you to confirm that you want to link a non-lead temporary proposal. The Yes button is circled.

6. Click the **Yes** button (Figure 3). The **Temp. Proposal Added** screen displays (Figure 4) with a message that the proposal is now linked.

Figure 4 Temp. Proposal Added screen.

7. Click the **OK** button (Figure 4). The **Link Collaborative Temporary Proposals** screen displays (Figure 5) with the linked proposal now in a list of linked temporary proposals at the bottom of the screen. You now have the option to delete the link between the proposals.

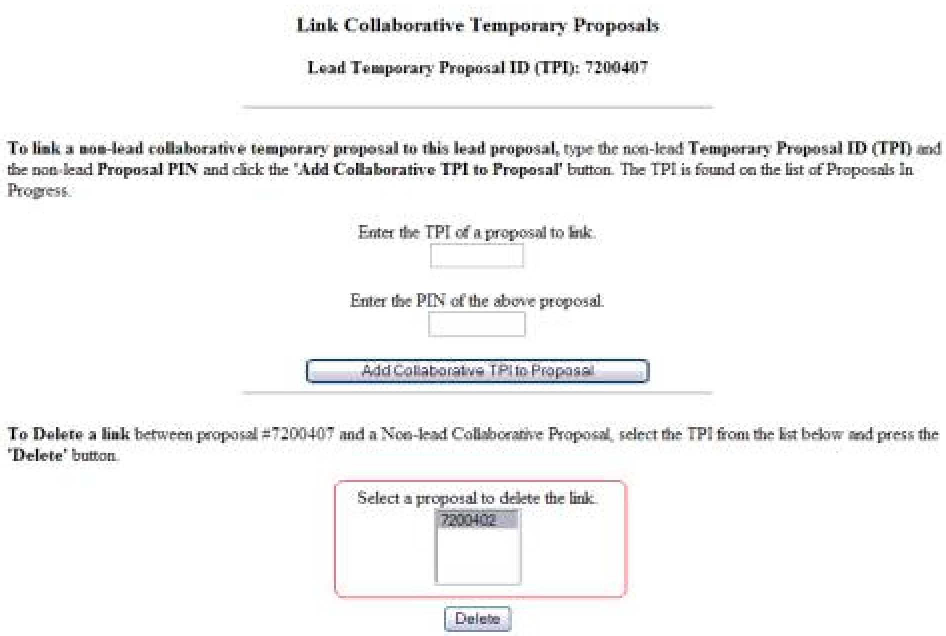


Figure 5 Link Collaborative Temporary Proposals screen after you have linked a proposal. The section listing linked proposals is boxed.

Delete a Link Between Proposals

1. Access the **Form Preparation** screen (Figure 1) (see Create a New Proposal, Edit a Proposal, or Create a New Proposal from a Template).

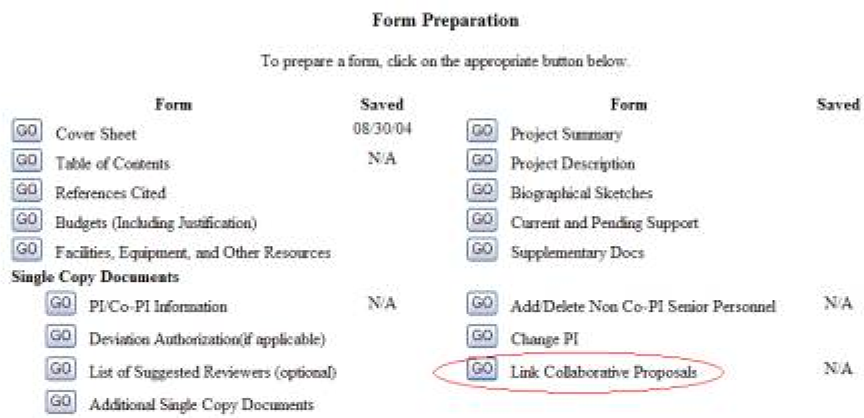


Figure 1 Form Preparation screen. The Go button for Link Collaborative Proposals is circled.

2. Click the **Go** button for Link Collaborative Proposals (Figure 1). The **Link Collaborative Temporary Proposals** screen displays (Figure 2).

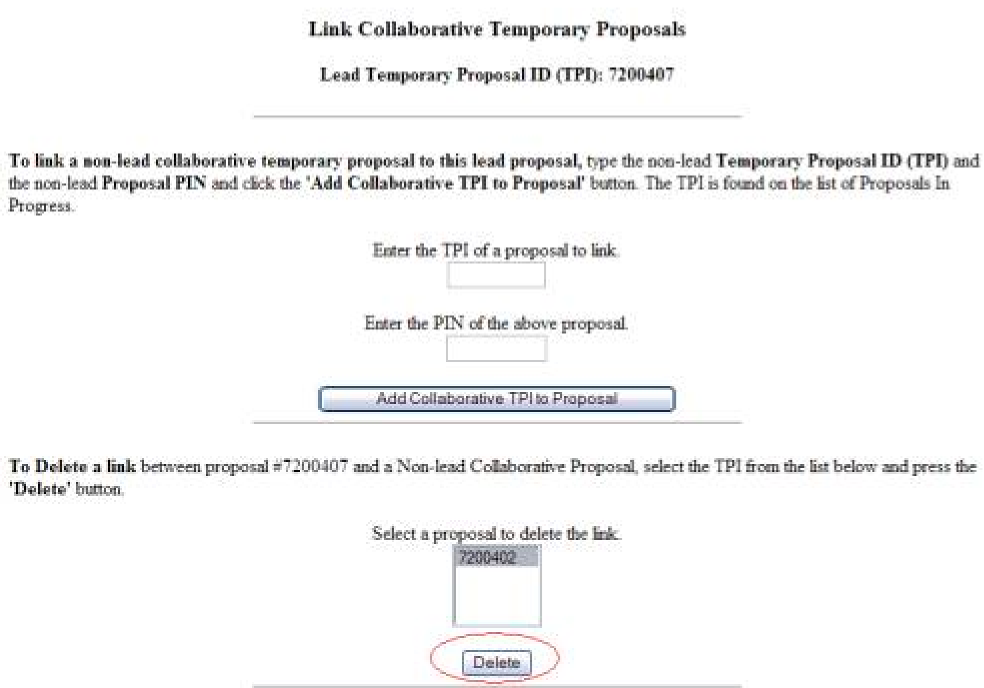


Figure 2 Link Collaborative Temporary Proposals screen with the Temporary Proposal ID of a linked proposal highlighted. The Delete button is circled.

2. Highlight the Temporary Proposal ID of the proposal you want to delete (Figure 2).
3. Click the **Delete** button (Figure 2). The **Warning** screen displays (Figure 3) with a message for you to confirm that you want to delink the proposals.

Figure 3 Warning screen with a message for you to confirm that you want to remove the proposal as a collaborative temporary proposal.

4. Click the **OK** button (Figure 3). A screen displays (Figure 4) with the message that the proposal has been delinked.

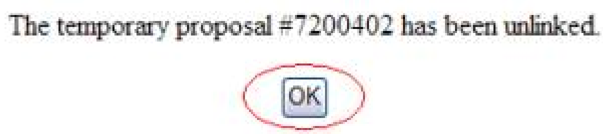


Figure 4 Screen with the message that the proposal has been delinked.

5. Click the **OK** button (Figure 3). The **Link Collaborative Temporary Proposals** screen displays with the unlinked proposal no longer in the list of linked proposals.

Proposal Classification Form

What Is the Proposal Classification Form?

If you are preparing an unsolicited proposal and designated an organizational unit in the Directorate for Biological Sciences (BIO) as your first or only choice of NSF organizational units, you *must* complete the Proposal Classification Form.

Note: The Proposal Classification Form does not appear on the **Form Preparation** screen automatically. You must first fill out the first three components of the Cover Sheet for the **Proposal Classification Form** screen to become accessible. See Access the Proposal Classification Form.

The Proposal Classification Form provides data for the accelerated processing of the proposal for the purpose of generating reports about the research that BIO reviews.

The table below indicates what information the Proposal Classification Form requires and why NSF needs the information. (Click on a link below for instructions for that part of the form.)

No.	Category Title	What Is It?	Why Does NSF Need It?
I	Investigator Status	Select the current status of the PI or Co-PI on federal grants.	Assists analysis of research requests as they may relate to current or past federal funding
II	Fields of Science Other Than Biology	Select major scientific fields, in addition to biology, involved in the proposed research.	Indicates the type and extent of interdisciplinary research reviewed in BIO
III	Substantive Area	Select broad or thematic areas or experimental systems related to the proposed research; BIO has no preference.	Enables BIO to monitor activity in these areas for generating reports on the research reviewed
IV	Infrastructure	Select infrastructure, including material, intellectual, and human resources necessary to facilitate progress in the biological research.	Assists analysis of the adequacy of current infrastructure and identifying future infrastructural needs
V	Habitat	Indicate the habit in which the experimental system being studied is normally found.	Assists analysis of the environmental breadth of the research reviewed in BIO
VI	Geographic Area of Research	Indicate research-related region (not the location of your organization).	Provides data on geographic distribution of regions and organisms involved in research reviewed in BIO

VII	Classification of Organisms	Indicate the most specific taxonomic category represented in the research. Check the next-higher level if the appropriate taxonomic level is absent.	Assists analysis of the biological diversity of research reviewed in BIO
VIII	Model Organism	Indicate traditional laboratory model species.	Gives an estimate of how frequently traditional laboratory species are used in research requests

You must choose at least one descriptor in each of the categories listed unless the form indicates **No Selection Required.** Choose the most specific descriptors.

If no descriptors apply for the proposal, select **Not Appropriate** or **None of the Above**.

If you have further questions, direct your queries to BIO as follows:
- For procedural questions on instructions for the Proposal Classification Form, contact the Information and Automation Resources Unit, BIO at biofl@nsf.gov.
- For questions on the substance and scientific review of the proposal, contact the relevant NSF Program Officer.
- For information on BIO, its staff, and related programs, click http://www.nsf.gov/bio to go to the BIO Web site.

See also:
- Cover Sheet
- Table of Contents
- References Cited
- Budgets (Including Justification)
- Facilities, Equipment, and Other Resources
- PI/Co-PI Information
- Deviation Authorization
- List of Suggested Reviewers
- Additional Single Copy Documents
- Project Summary
- Project Description
- Biographical Sketches
- Current and Pending Support
- Supplementary Docs
- Add/Delete Non-Co-PI Senior Personnel
- Change PI
- Link Collaborative Proposals

Access the Proposal Classification Form

The Proposal Classification Form does not appear on the **Form Preparation** screen automatically. You must first establish that the proposal is for an organizational unit of the Directorate for Biological Sciences (BIO). To do this, you must complete the first three components of the Cover Sheet for the proposal:

- Awardee/Performing/Research Organization
- Program Announcement/Solicitation Number Selection
- NSF Unit Consideration

After you have filled out these required parts of the Cover Sheet, the Proposal Classification Form displays on the **Form Preparation** screen. You can then access the form and complete it.

Complete the Three Required Cover Sheet Components

1. Access the **Form Preparation** screen (Figure 1) (see Create a New Proposal, Edit a Proposal, or Create a New Proposal from a Template).

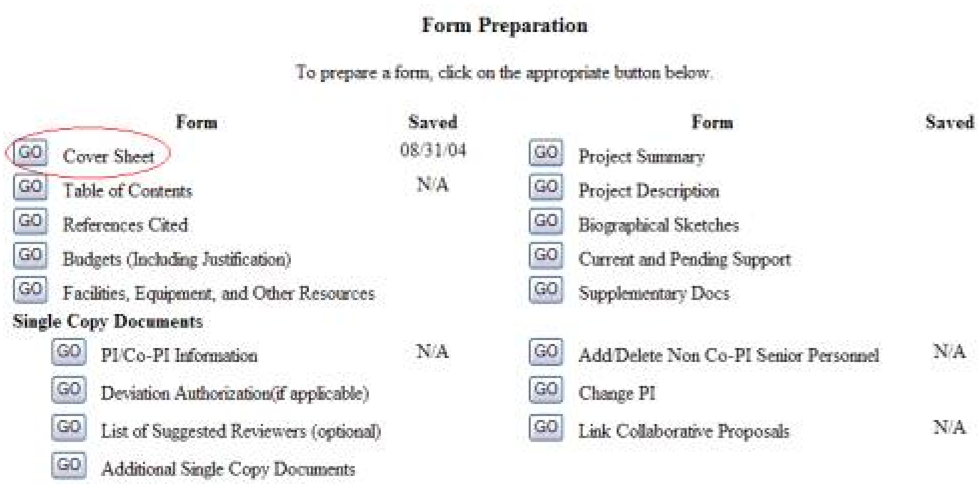
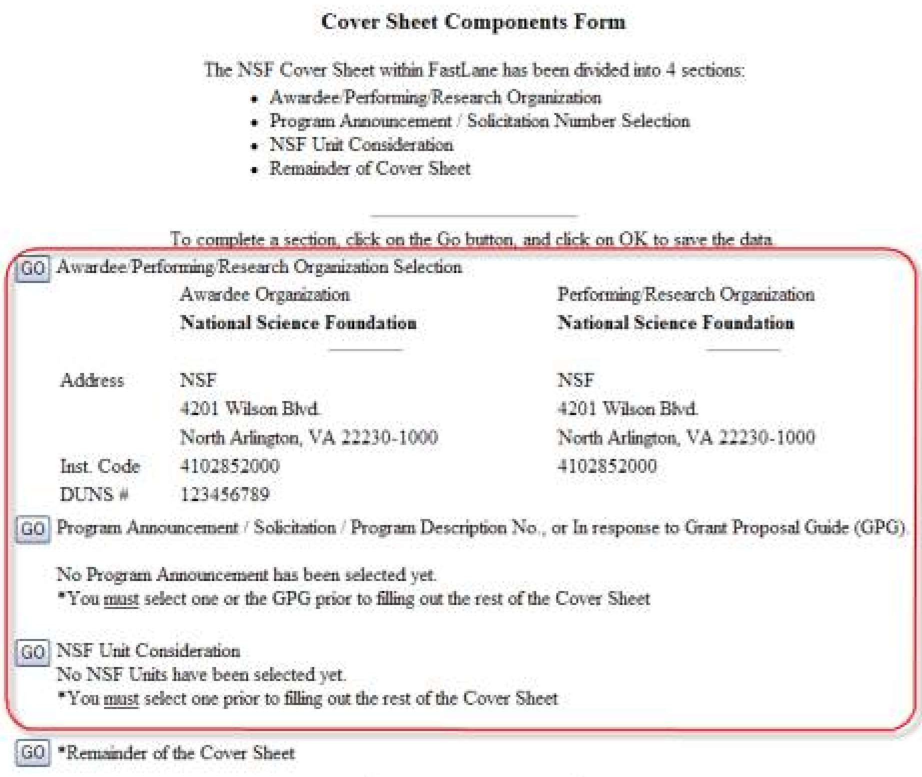


Figure 1 Form Preparation screen. The Go button for the Cover Sheet is circled.

2. Click the **Go** button for Cover Sheet (Figure 1). The **Cover Sheet Components Form** screen displays (Figure 2).



Cover Sheet Components Form

The NSF Cover Sheet within FastLane has been divided into 4 sections:
- Awardee/Performing/Research Organization
- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

GO Awardee/Performing/Research Organization Selection

	Awardee Organization	Performing/Research Organization
	National Science Foundation	**National Science Foundation**
Address	NSF 4201 Wilson Blvd. North Arlington, VA 22230-1000	NSF 4201 Wilson Blvd. North Arlington, VA 22230-1000
Inst. Code	4102852000	4102852000
DUNS #	123456789	

GO Program Announcement / Solicitation / Program Description No., or In response to Grant Proposal Guide (GPG).

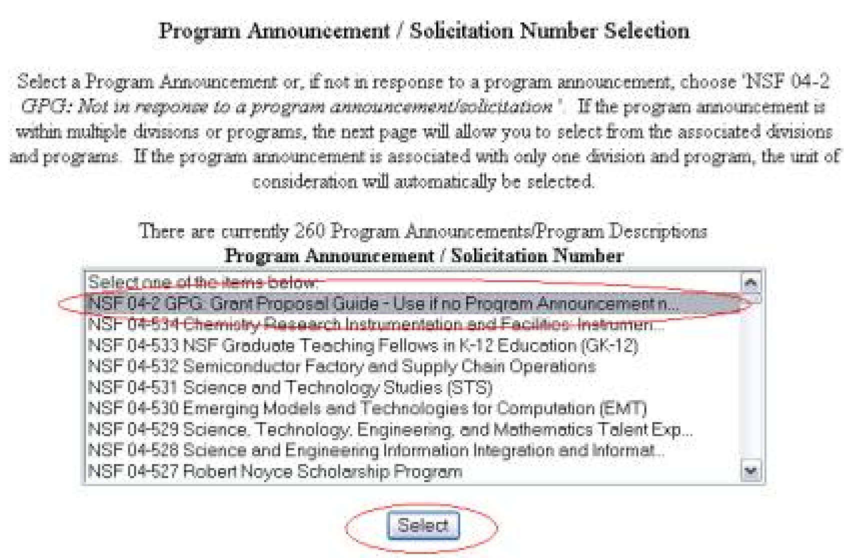
No Program Announcement has been selected yet.
*You must select one or the GPG prior to filling out the rest of the Cover Sheet

GO NSF Unit Consideration
No NSF Units have been selected yet.
*You must select one prior to filling out the rest of the Cover Sheet

GO *Remainder of the Cover Sheet

Figure 2 Cover Sheet Components Form screen. Boxed are the three components you must complete to access the Proposal Classification Form.

3. Click the **Go** button for Awardee/Performing/Research Organization (Figure 2).
4. See Award/Performing/Research Organization Selection for instructions on how to complete the Awardee/Performing/Research Organization component.
5. Click the **Go** button for Program Announcement/Solicitation Number Selection (Figure 2). The **Program Announcement Solicitation Number Selection** screen displays (Figure 3).



Program Announcement / Solicitation Number Selection

Select a Program Announcement or, if not in response to a program announcement, choose 'NSF 04-2 *GPG: Not in response to a program announcement/solicitation*'. If the program announcement is within multiple divisions or programs, the next page will allow you to select from the associated divisions and programs. If the program announcement is associated with only one division and program, the unit of consideration will automatically be selected.

There are currently 260 Program Announcements/Program Descriptions

Program Announcement / Solicitation Number

Select one of the items below:
NSF 04-2 GPG: Grant Proposal Guide - Use if no Program Announcement n...
NSF 04-534 Chemistry Research Instrumentation and Facilities: Instrumen...
NSF 04-533 NSF Graduate Teaching Fellows in K-12 Education (GK-12)
NSF 04-532 Semiconductor Factory and Supply Chain Operations
NSF 04-531 Science and Technology Studies (STS)
NSF 04-530 Emerging Models and Technologies for Computation (EMT)
NSF 04-529 Science, Technology, Engineering, and Mathematics Talent Exp...
NSF 04-528 Science and Engineering Information Integration and Informat...
NSF 04-527 Robert Noyce Scholarship Program

Select

Figure 3 Program Announcement/Solicitation Number Selection screen. The GPG Grant Proposal Guide selection and the Select button are circled.

6. Highlight **GPG Grant Proposal Guide** in the **Program Announcement/Solicitation Number** list (Figure 3).
7. Click the **Select** button (Figure 3). The **Unit Selection Lists** screen displays (Figure 4).

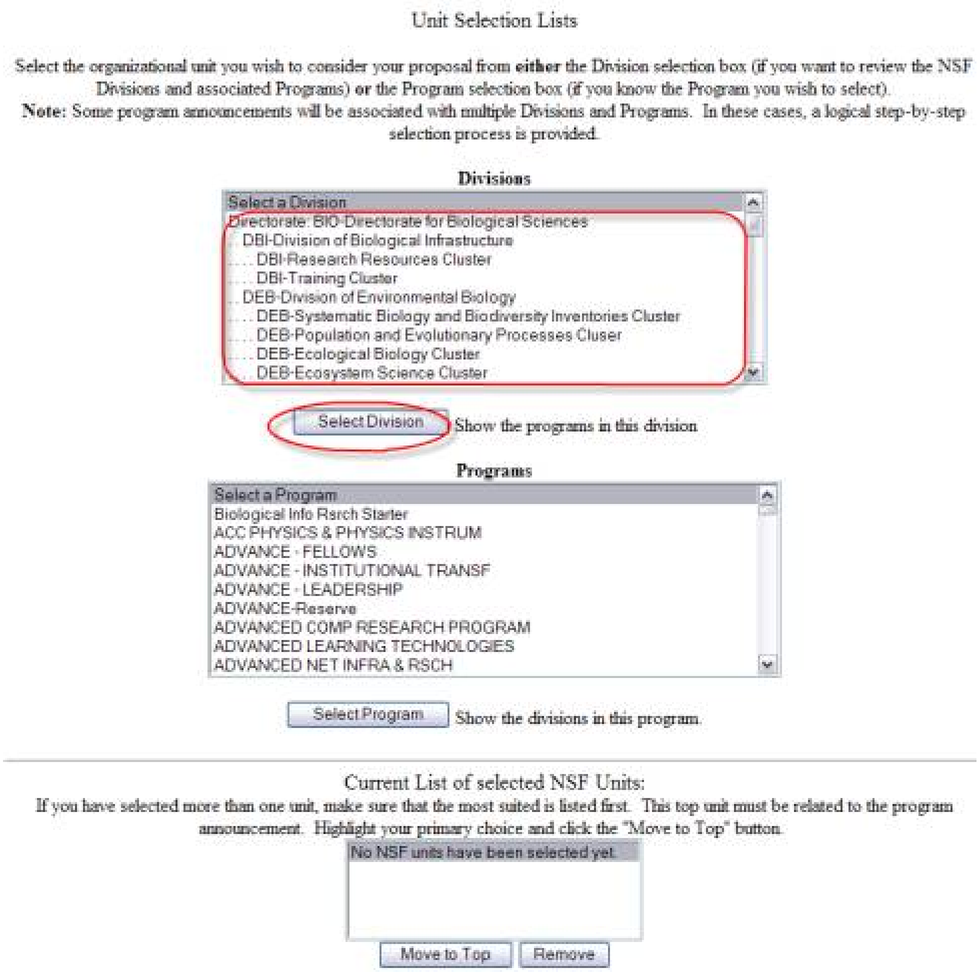


Figure 4 Unit Selection Lists screen. The Directorate BIO and the Select Division button are circled.

8. In the **Divisions** list (Figure 4), scroll through the divisions to highlight your division under the Directorate BIO heading from the **Divisions** list.
9. Click the **Select Division** button (Figure 4). The division you selected displays in the **Divisions** list, and the **Programs** list for that division displays (Figure 5).

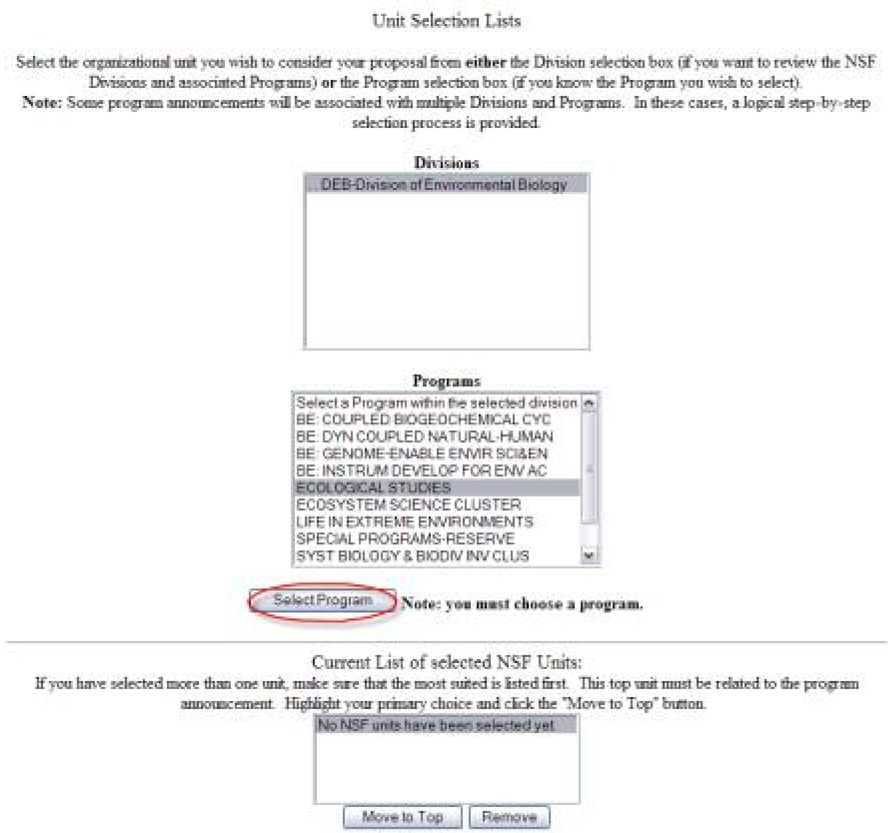


Figure 5 Unit Selection Lists screen with a program highlighted. The Select Program button is circled.

10. Highlight a program from the **Programs** list (Figure 5).
11. Click the **Select Program** button (Figure 5). The **Current List of Selected NSF Units** screen displays (Figure 6) showing the unit that was selected for the program.

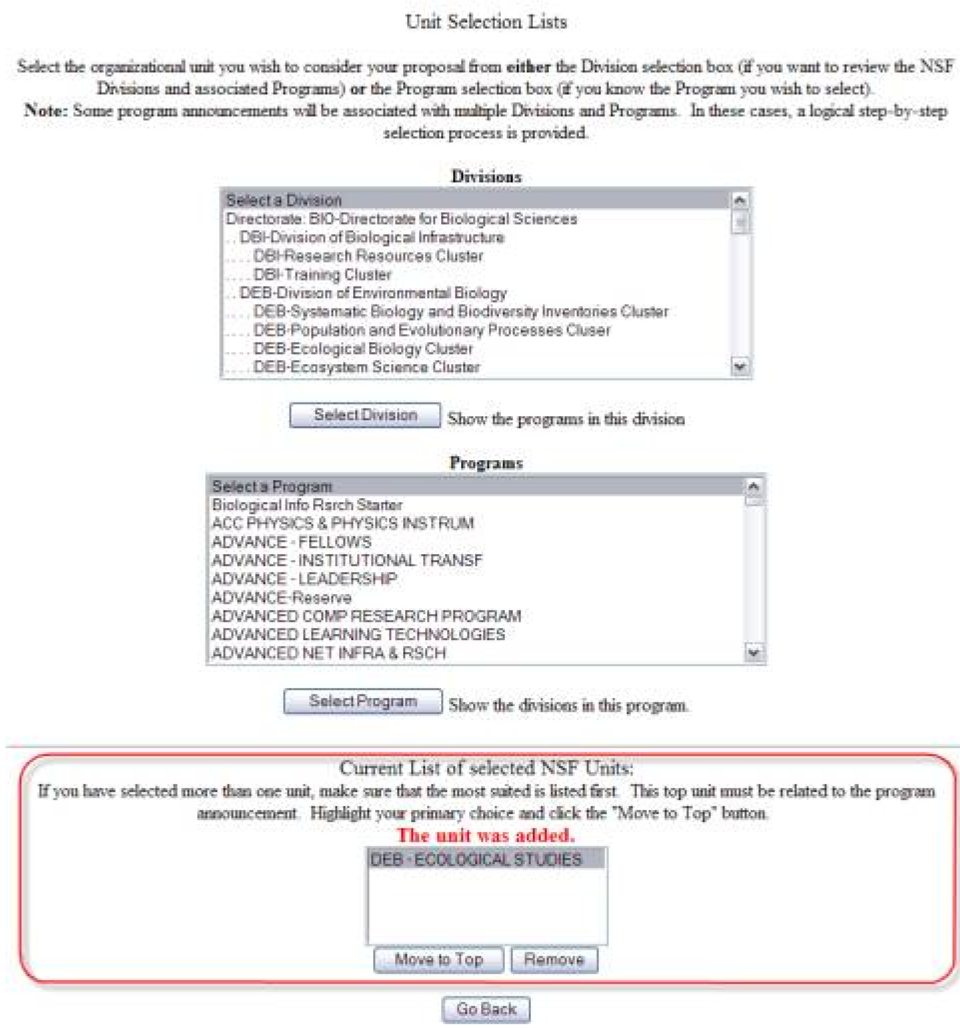


Figure 6 Unit Selections List screen. Current List of Selected NSF Units section is boxed.

12. Click the **Go Back** button (Figure 6). The **Cover Sheet Components Form** screen displays (Figure 7) with your selections displayed.

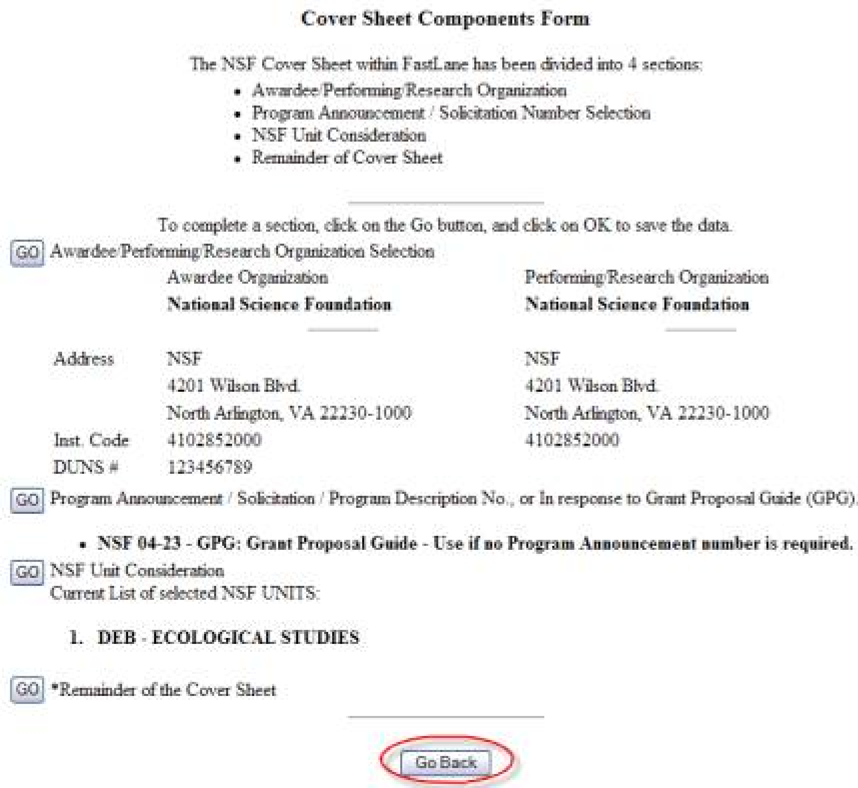


Figure 7 Cover Sheet Components Form screen. The Go Back button is circled.

13. Click the **Go Back** button (Figure 7). The **Form Preparation** screen displays (Figure 8) with the Proposal Classification form now in the list of proposal forms.

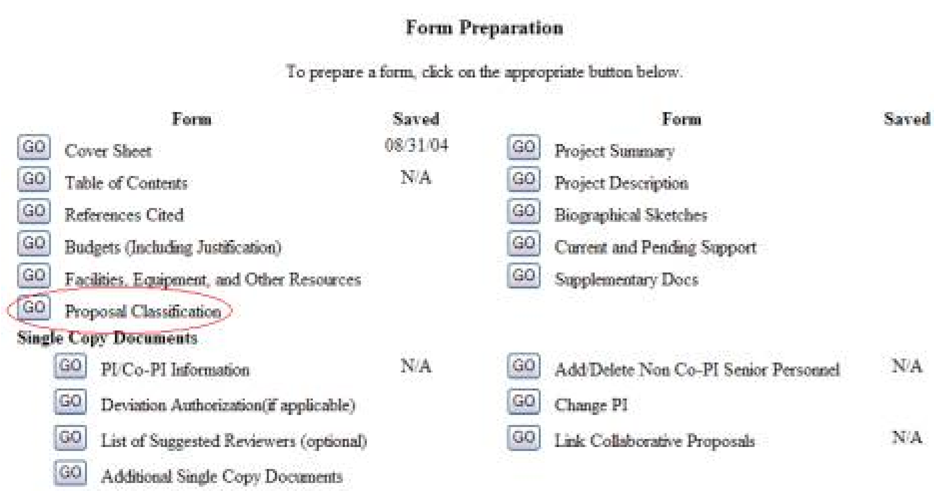
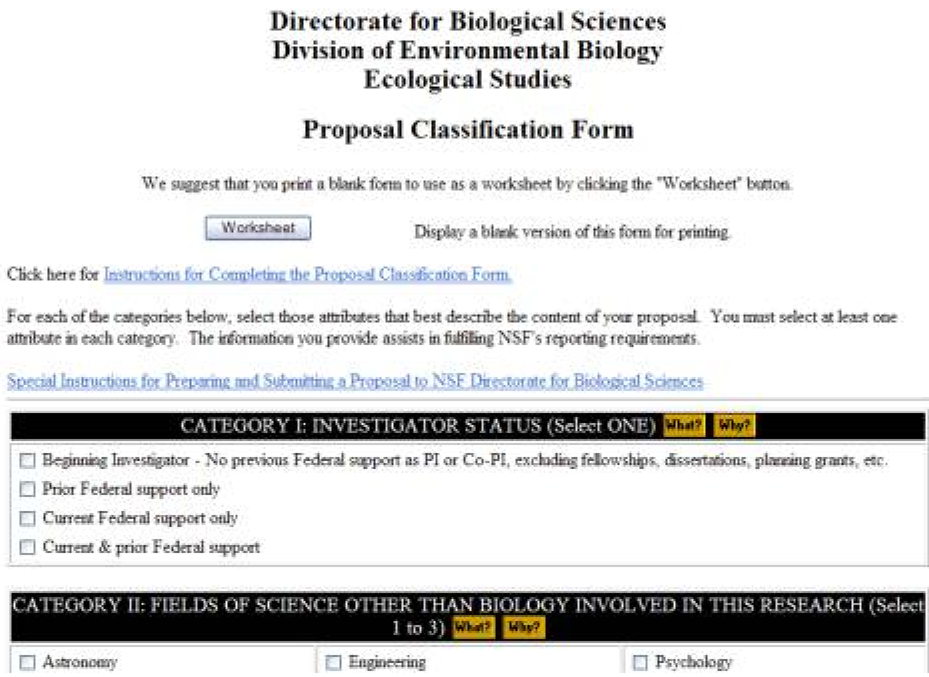


Figure 8 Form Preparation screen. The Go button for Proposal Classification form is circled.

14. Click the **Go** button for Proposal Classification (Figure 8). The **Proposal Classification Form** screen displays (Figure 9). See Work on the Proposal Classification Form.



Directorate for Biological Sciences
Division of Environmental Biology
Ecological Studies

Proposal Classification Form

We suggest that you print a blank form to use as a worksheet by clicking the "Worksheet" button.

Worksheet   Display a blank version of this form for printing.

Click here for Instructions for Completing the Proposal Classification Form.

For each of the categories below, select those attributes that best describe the content of your proposal. You must select at least one attribute in each category. The information you provide assists in fulfilling NSF's reporting requirements.

Special Instructions for Preparing and Submitting a Proposal to NSF Directorate for Biological Sciences

CATEGORY I: INVESTIGATOR STATUS (Select ONE) What? Why?

- Beginning Investigator - No previous Federal support as PI or Co-PI, excluding fellowships, dissertations, planning grants, etc.
- Prior Federal support only
- Current Federal support only
- Current & prior Federal support

CATEGORY II: FIELDS OF SCIENCE OTHER THAN BIOLOGY INVOLVED IN THIS RESEARCH (Select 1 to 3) What? Why?

Astronomy	Engineering	Psychology

Figure 9 Upper portion of the Proposal Classification Form screen.

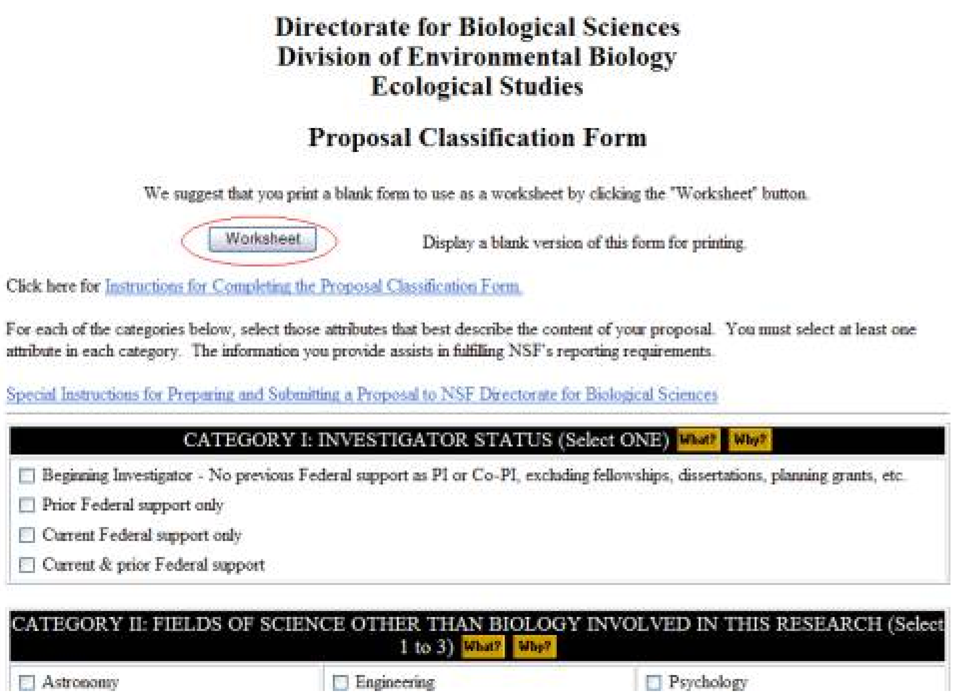
Work on the Proposal Classification Form

The Proposal Classification form is a long form. To help you complete the form, you have these options on the Proposal Classification Form:

- Print the Proposal Classification Form to gain an overview of the form and what you need to complete it.
- Check the What and Why for each category.
- Save the Proposal Classification Form for the proposal for further work in the future

Print the Proposal Classification Form

1. Access the **Proposal Classification Form** screen (Figure 1) (see Access the Proposal Classification Form).



Directorate for Biological Sciences
Division of Environmental Biology
Ecological Studies

Proposal Classification Form

We suggest that you print a blank form to use as a worksheet by clicking the "Worksheet" button.

Worksheet — Display a blank version of this form for printing.

Click here for Instructions for Completing the Proposal Classification Form.

For each of the categories below, select those attributes that best describe the content of your proposal. You must select at least one attribute in each category. The information you provide assists in fulfilling NSF's reporting requirements.

Special Instructions for Preparing and Submitting a Proposal to NSF Directorate for Biological Sciences

CATEGORY I: INVESTIGATOR STATUS (Select ONE) What? Why?

- ☐ Beginning Investigator - No previous Federal support as PI or Co-PI, excluding fellowships, dissertations, planning grants, etc.
- ☐ Prior Federal support only
- ☐ Current Federal support only
- ☐ Current & prior Federal support

CATEGORY II: FIELDS OF SCIENCE OTHER THAN BIOLOGY INVOLVED IN THIS RESEARCH (Select 1 to 3) What? Why?

☐ Astronomy	☐ Engineering	☐ Psychology

Figure 1 Upper portion of the Proposal Classification Form screen. The Worksheet button is circled.

2. Click the **Worksheet** button (Figure 1). The entire form displays in PDF format (Figure 2). If you need to download Adobe Reader, see Adobe Reader for FastLane.

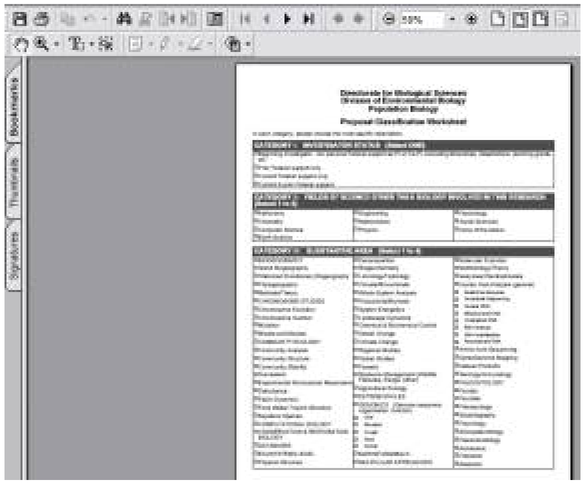


Figure 2 Proposal Classification Form in PDF format.

3. Click the **Print** icon on the upper left of the PDF toolbar (Figure 2). The Proposal Classification form prints.
4. Click the browser back button to return to the **Proposal Classification Form** screen (Figure 1).

Check the What and Why for Each Category

The eight categories of the Proposal Classification Form display in succession on the **Proposal Classification Form** screen. For each category, you can:

- Click the **What** button to find out what information NSF is seeking for that category (as for Category IV shown in Figure 3).
- Click the **Why** button to find out why NSF needs the information (as for Category IV shown in Figure 3).

Figure 3 Category IV section of the Proposal Classification screen. The What button and the Why button are circled.

Save the Proposal Classification Form

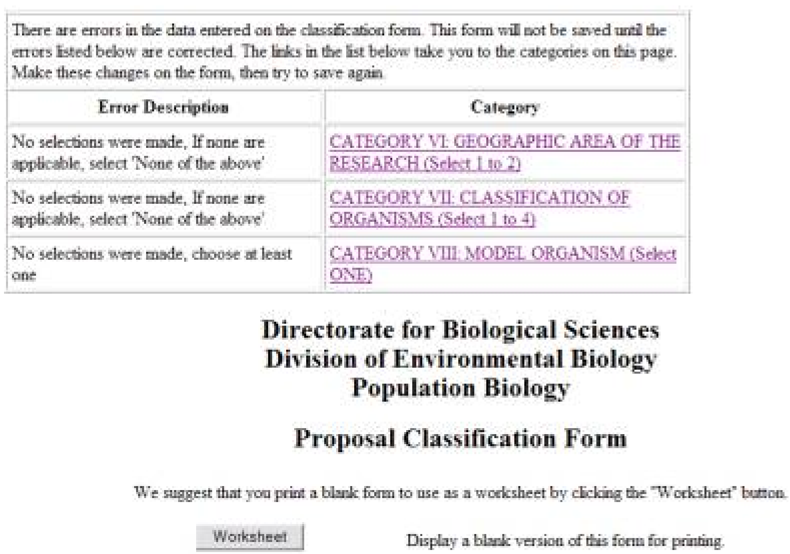
When you are finished working on the form, at the bottom of the **Proposal Classification Form** screen (Figure 4), you have these options:

- Save the responses
- Cancel changes
- Clear all entries

Figure 4 Lower portion of the Proposal Classification Form screen with the option buttons. The OK button is circled.

Save the Responses

At the bottom of the **Proposal Classification Form** screen (Figure 4), click the **OK** button. FastLane saves the changes. If you have not completed the form, the **Proposal Classification** screen displays (Figure 5) with a message at the top of the screen on what you must do to complete the form for submission.



There are errors in the data entered on the classification form. This form will not be saved until the errors listed below are corrected. The links in the list below take you to the categories on this page. Make these changes on the form, then try to save again.

Error Description	Category
No selections were made, If none are applicable, select 'None of the above'	CATEGORY VI: GEOGRAPHIC AREA OF THE RESEARCH (Select 1 to 2)
No selections were made, If none are applicable, select 'None of the above'	CATEGORY VII: CLASSIFICATION OF ORGANISMS (Select 1 to 4)
No selections were made, choose at least one	CATEGORY VIII: MODEL ORGANISM (Select ONE)

Directorate for Biological Sciences
Division of Environmental Biology
Population Biology

Proposal Classification Form

We suggest that you print a blank form to use as a worksheet by clicking the "Worksheet" button.

Worksheet — Display a blank version of this form for printing.

Figure 5 Upper portion of the Proposal Classification Form screen with a message on any changes that must be made for the form to be ready for submission to NSF.

Cancel Changes

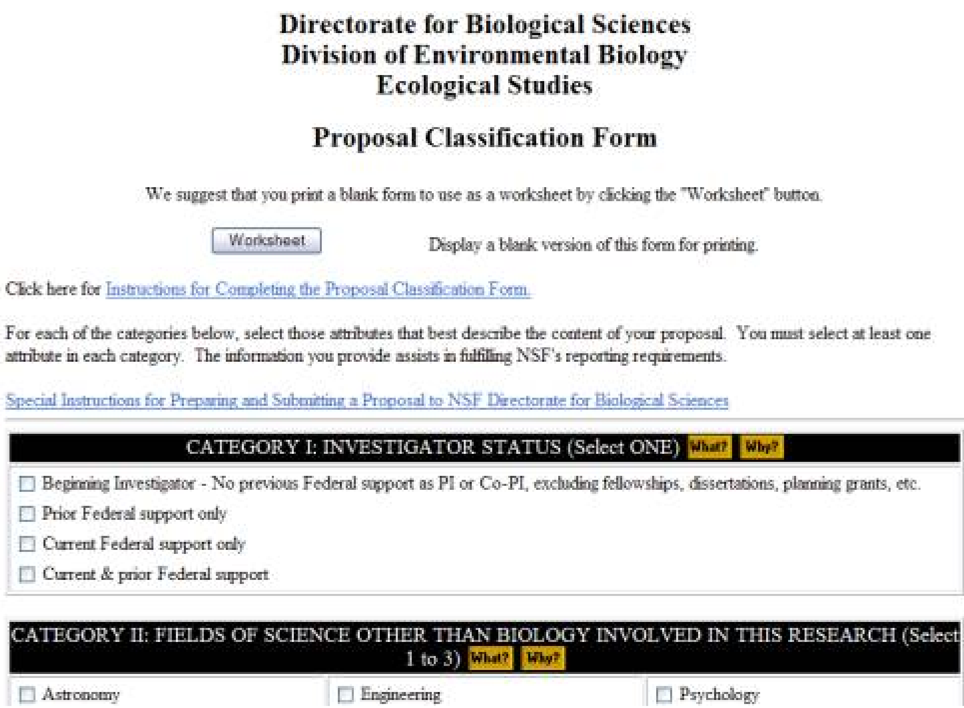
1. At the bottom of the **Proposal Classification Form** screen (Figure 4), click the **Cancel** button. A screen displays with a message that the form has been saved, although any new changes you have made in this session are deleted.
2. Click the **OK** button. The **Form Preparation** screen displays.

Clear All Entries

1. At the bottom of the **Proposal Classification Form** screen (Figure 4), click the **Delete** button. A screen displays with the message that the form has been cleared of all entries.
2. Click the **OK** button. The **Form Preparation** screen displays.

Fill Out the Proposal Classification Form

1. Access the **Proposal Classification Form** screen (Figures 1 through 9) (see Access the Proposal Classification Form).


Directorate for Biological Sciences
Division of Environmental Biology
Ecological Studies

Proposal Classification Form

We suggest that you print a blank form to use as a worksheet by clicking the "Worksheet" button.

Worksheet — Display a blank version of this form for printing.

Click here for Instructions for Completing the Proposal Classification Form.

For each of the categories below, select those attributes that best describe the content of your proposal. You must select at least one attribute in each category. The information you provide assists in fulfilling NSF's reporting requirements.

Special Instructions for Preparing and Submitting a Proposal to NSF Directorate for Biological Sciences

CATEGORY I: INVESTIGATOR STATUS (Select ONE) What? Why?

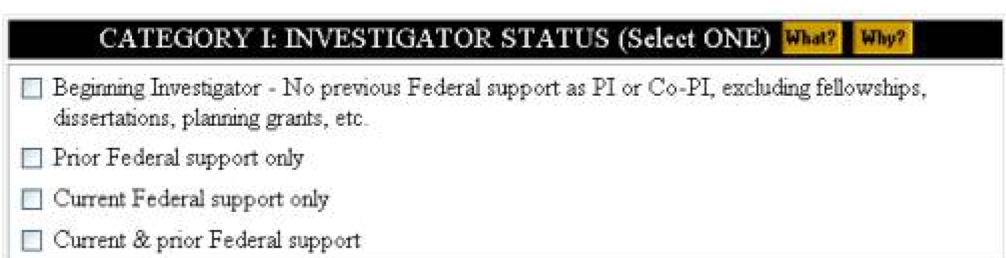
- ☐ Beginning Investigator - No previous Federal support as PI or Co-PI, excluding fellowships, dissertations, planning grants, etc.
- ☐ Prior Federal support only
- ☐ Current Federal support only
- ☐ Current & prior Federal support

CATEGORY II: FIELDS OF SCIENCE OTHER THAN BIOLOGY INVOLVED IN THIS RESEARCH (Select 1 to 3) What? Why?

☐ Astronomy ☐ Engineering ☐ Psychology

Figure 1 Upper portion of the Proposal Classification Form screen.

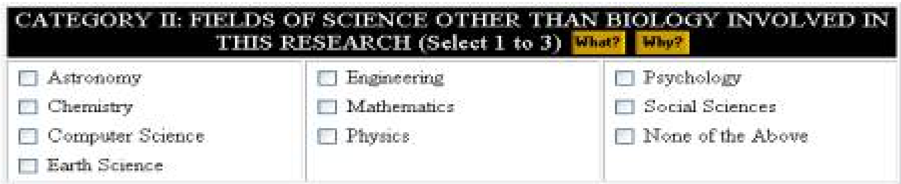
2. For Category I (Figure 2), click the radio button for the appropriate selection for investigator status. Select one item.


CATEGORY I: INVESTIGATOR STATUS (Select ONE) What? Why?

- ☐ Beginning Investigator - No previous Federal support as PI or Co-PI, excluding fellowships, dissertations, planning grants, etc.
- ☐ Prior Federal support only
- ☐ Current Federal support only
- ☐ Current & prior Federal support

Figure 2 Category I: Investigator Status.

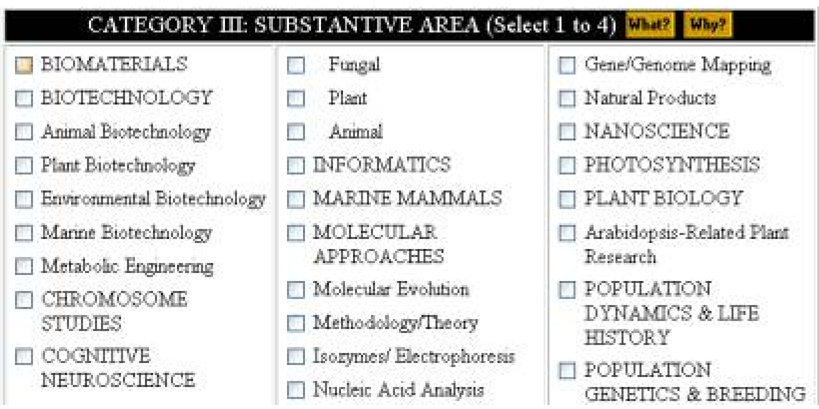
3. For Category II (Figure 3), select the radio button for the appropriate selection for fields of science other than biology involved in the research. You may select one to three items.



CATEGORY II: FIELDS OF SCIENCE OTHER THAN BIOLOGY INVOLVED IN THIS RESEARCH (Select 1 to 3) What? Why?		
☐ Astronomy	☐ Engineering	☐ Psychology
☐ Chemistry	☐ Mathematics	☐ Social Sciences
☐ Computer Science	☐ Physics	☐ None of the Above
☐ Earth Science		

Figure 3 Category II: Fields of Science Other Than Biology.

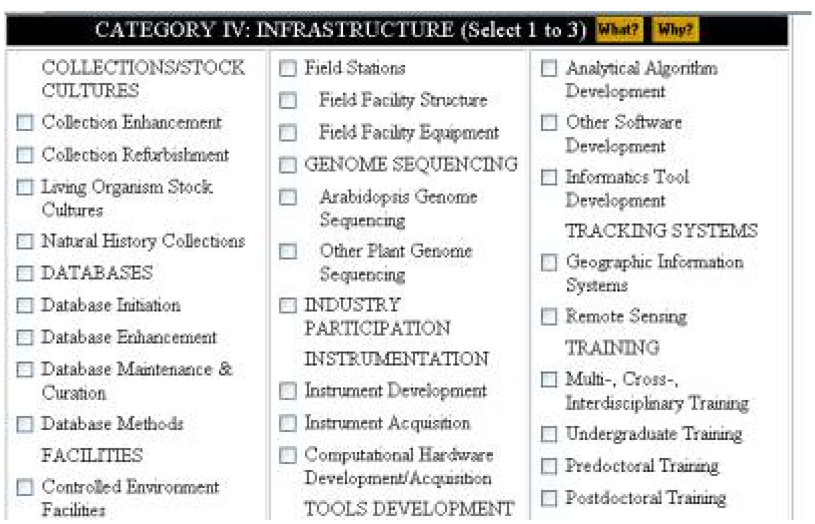
4. For Category III (Figure 4), select the radio button for the appropriate selection for substantive area. You may select one to four items.



CATEGORY III: SUBSTANTIVE AREA (Select 1 to 4) What? Why?		
☐ BIOMATERIALS	☐ Fungal	☐ Gene/Genome Mapping
☐ BIOTECHNOLOGY	☐ Plant	☐ Natural Products
☐ Animal Biotechnology	☐ Animal	☐ NANOSCIENCE
☐ Plant Biotechnology	☐ INFORMATICS	☐ PHOTOSYNTHESIS
☐ Environmental Biotechnology	☐ MARINE MAMMALS	☐ PLANT BIOLOGY
☐ Marine Biotechnology	☐ MOLECULAR APPROACHES	☐ Arabidopsis-Related Plant Research
☐ Metabolic Engineering	☐ Molecular Evolution	☐ POPULATION DYNAMICS & LIFE HISTORY
☐ CHROMOSOME STUDIES	☐ Methodology/Theory	☐ POPULATION GENETICS & BREEDING
☐ COGNITIVE NEUROSCIENCE	☐ Isozymes/ Electrophoresis	
	☐ Nucleic Acid Analysis	

Figure 4 Category III: Substantive Area.

5. For Category IV (Figure 5), select the radio button for the appropriate selection for infrastructure. You may select one to three items.



CATEGORY IV: INFRASTRUCTURE (Select 1 to 3) What? Why?		
COLLECTIONS/STOCK CULTURES	☐ Field Stations	☐ Analytical Algorithm Development
☐ Collection Enhancement	☐ Field Facility Structure	☐ Other Software Development
☐ Collection Refurbishment	☐ Field Facility Equipment	☐ Informatics Tool Development
☐ Living Organism Stock Cultures	☐ GENOME SEQUENCING	TRACKING SYSTEMS
☐ Natural History Collections	☐ Arabidopsis Genome Sequencing	☐ Geographic Information Systems
☐ DATABASES	☐ Other Plant Genome Sequencing	☐ Remote Sensing
☐ Database Initiation	☐ INDUSTRY PARTICIPATION	TRAINING
☐ Database Enhancement	INSTRUMENTATION	☐ Multi-, Cross-, Interdisciplinary Training
☐ Database Maintenance & Curation	☐ Instrument Development	☐ Undergraduate Training
☐ Database Methods	☐ Instrument Acquisition	☐ Predoctoral Training
FACILITIES	☐ Computational Hardware Development/Acquisition	☐ Postdoctoral Training
☐ Controlled Environment Facilities	TOOLS DEVELOPMENT	

Figure 5 Category IV: Infrastructure.

6. For Category V (Figure 6), select the radio button for the appropriate selection for habitat. You may select one to two items.

CATEGORY V: HABITAT (Select 1 to 2) What? Why?

TERRESTRIAL HABITATS

- GENERAL TERRESTRIAL
- TUNDRA
- BOREAL FOREST
- TEMPERATE
  - Deciduous Forest
  - Coniferous Forest
  - Rain Forest
  - Mixed Forest
  - Savanna
  - Thornwoods
  - Deciduous Forest
  - Coniferous Forest
  - Desert
- TROPICAL
  - Rain Forest
  - Seasonal Forest
- CHAPPARAL/ SCLEROPHYLL/ SHRUBLANDS
- ALPINE
- MONTANE
- CLOUD FOREST
- RIPARIAN ZONES
- ISLANDS (except Barrier Islands)

Figure 6 Category V: Habitat.

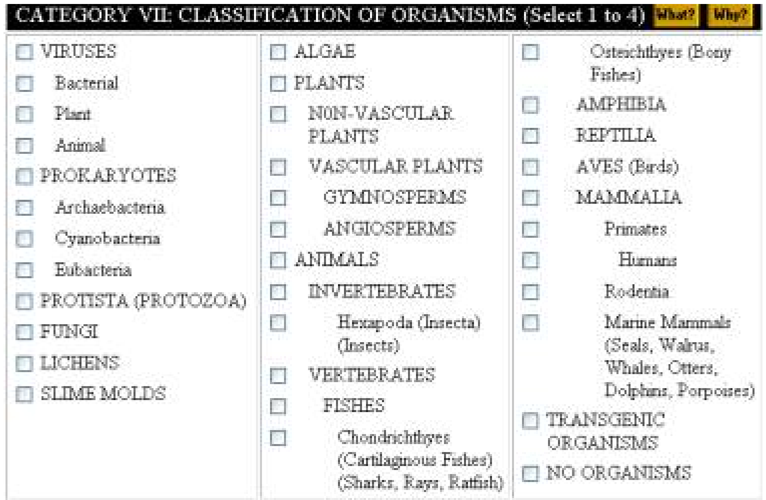
7. For Category VI (Figure 7), select the radio button for the appropriate selection for geographic area of the research. You may select one to two items.

CATEGORY VI: GEOGRAPHIC AREA OF THE RESEARCH (Select 1 to 2) What? Why?

- WORLDWIDE
- NORTH AMERICA
  - United States
    - Northeast US (CT, MA, ME, NH, NJ, NY, PA, RI, VT)
    - Northcentral US (IA, IL, IN, MI, MN, ND, NE, OH, SD, WI)
    - Northwest US (ID, MT, OR, WA, WY)
  - Eastern South America (Guyana, Fr. Guiana, Suriname, Brazil)
  - Northern South America (Colombia, Venezuela)
  - Southern South America (Chile, Argentina, Uruguay, Paraguay)
  - Western South America (Ecuador, Peru, Bolivia)
- EUROPE
  - North Africa
  - African South of the Sahara
    - East Africa
    - Madagascar
    - South Africa
    - West Africa
- AUSTRALASIA
  - Australia
  - New Zealand
  - Pacific Islands

Figure 7 Category VI: Geographic Area of the Research.

8. For Category VII (Figure 8), select the radio button for the appropriate selection for classification of organisms. You may select one to four items.

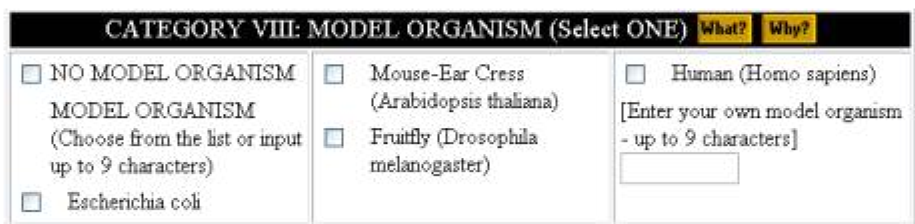


CATEGORY VII: CLASSIFICATION OF ORGANISMS (Select 1 to 4) What? Why?

VIRUSES
Bacterial
Plant
Animal
PROKARYOTES
Archaebacteria
Cyanobacteria
Eubacteria
PROTISTA (PROTOZOA)
FUNGI
LICHENS
SLIME MOLDS
ALGAE
PLANTS
NON-VASCULAR PLANTS
VASCULAR PLANTS
GYMNOSPERMS
ANGIOSPERMS
ANIMALS
INVERTEBRATES
Hexapoda (Insecta) (Insects)
VERTEBRATES
FISHES
Chondrichthyes (Cartilaginous Fishes) (Sharks, Rays, Ratfish)
Osteichthyes (Bony Fishes)
AMPHIBIA
REPTILIA
AVES (Birds)
MAMMALIA
Primates
Humans
Rodentia
Marine Mammals (Seals, Walrus, Whales, Otters, Dolphins, Porpoises)
TRANSGENIC ORGANISMS
NO ORGANISMS

Figure 8 Category VII: Classification of Organisms.

9. For Category VIII (Figure 9), select the radio button for the appropriate selection for model organism. Select one.



CATEGORY VIII: MODEL ORGANISM (Select ONE) What? Why?

NO MODEL ORGANISM
MODEL ORGANISM (Choose from the list or input up to 9 characters)
Escherichia coli
Mouse-Ear Cress (Arabidopsis thaliana)
Fruitfly (Drosophila melanogaster)
Human (Homo sapiens)
[Enter your own model organism - up to 9 characters]

Figure 9 Category VIII: Model Organism.

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